



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

Supplier Name: Staples Contract & Commercial LLC

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. This is our contractually scheduled semi-annual product and price update for the national Core List plus an updated Exhibit 2 - Print Pricing.

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.

As always, we strive to minimize impact to the Sourcewell members while constantly looking for ways to improve our program. We are in unprecedented times as it relates to manufacturer cost increases, product & raw material shortages, operational, fuel, and delivery costs and more. We have incorporated a mix of increases and decreases to support the Sourcewell clients/members.

3. *Product additions only*

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

Adds are consistent with the awarded contract categories.

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

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

This is the standard semi-annual pricing update for national Core List items plus an update to the existing Exhibit 2-Print Pricing.


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

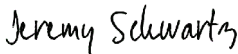
1/9/2022
~~Jan 9, 2022~~ _____
Date

Matthew Eckhouse

Print Name and Title of Authorized Signer

Sourcewell Acceptance:

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

DocuSigned by:
 _____
C0FD2A139D06489...
Jeremy Schwartz
Sourcewell Chief Procurement Officer

1/13/2022 | 10:12 PM CST

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 **February 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 wish to amend the Contract by updating the Exhibit 2-Print & Copy Program Pricing; 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:

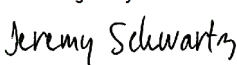
1. **Effective Date.** The Effective Date of this P&P Amendment shall be February 1, 2022.
2. **Products & Pricing.** The Contract is hereby amended by updating the list of products and/or prices for those Products specifically set forth in the pricing file attached hereto as “Appendix I - Core List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

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:

COFD2A139D06489...

By: 
(signature)

Jeremy Schwartz

(print name)

Matthew Eckhouse

(print name)

Date: 1/13/2022 | 10:12 PM CST

Date: Jan 9, 2022

Appendix I - Core List Changes

Exhibit 2-Print & Copy Program Pricing