



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

Supplier Name: Teknion LLC

Sourcewell Contract Number: 121919-TKN (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.

Teknion respectfully requests to remove product lines that have been discontinued commercially and add new product lines to replace those discontinued. Please see the attached cover letter that lays out these changes. In addition, Teknion has implemented (2) commercial price increases this year due to the changed times we find ourselves in with the impact of COVID-19. The fact that Teknion had not implemented a commercial price increase since November of 2018 is a contributor to these price increases as well.

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.

Please see the attached commercial announcements explaining these price increases.

3. *Product additions only*

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

The attached cover letter lists (5) product lines that have been discontinued commercially. The two additional product lines are a start in replacing these discontinued product lines.

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

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

The two proposed new product lines were released 2021. Teknion is providing Sourcewell with the current commercial list pricing for both of these product lines.

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: Valerie Windrim
Supplier Authorized Signature

10/22/2021
Date

Valerie Windrim, Public Sector Contracts Manager

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:
Jeremy Schwartz
COFD2A139D06489...
Sourcewell Chief Procurement Officer

11/16/2021 | 2:41 PM CST
Date