



Request for Contract Update

Pursuant to the terms of contract number;
R230303 Educational School Supplies, Instructional Solutions, and Related Products
R190303 Office Supplies, Related Products and Services
R211302 Cleaning Supplies, Breakroom, and Related Products
R191812 Furniture, Installation and Related Services
R210405 Technology Solutions, Products and Services
R240112 Furniture, Installation and Related Services

Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

ODP Business Solutions _____ hereby provides notice of the following update on
(Contractor)

this date March 10, 2025 _____.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

■ Authorized Distributors/Dealers
_____ Addition
_____ Deletion
_____ Supporting Documentation

■ Price Update - Yes
☒ Supporting Documentation
See attached.

■ Products/Services
_____ New Addition
_____ Update Only
_____ Supporting Documentation

■ Discontinued Products/Services
_____ Supporting Documentation

■ States/Territories
_____ Supporting Documentation

■ Other _____
_____ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Submitted By: Valya Broyer _____

Title: Vice President, ODP Business Solutions _____

Email Address: Valya.Broyer@OfficeDepot.com _____

■ Approved by Email: Date March 5, 2025 | 11:54 AM CS

■ Denied by Email: Date _____

DS
CW

Signed by:
Adam Tabar
A5A9E62707BB46B

Region 4 ESC: _____



February 26, 2025

Adam Tabor
Director, Procurement
Region 4 Education Service Center
7145 West Tidwell Road, Houston, TX 77092-2096

RE: Tariff Impact and Price Adjustments

Dear Valued Customer,

As you may be aware, the U.S. government has announced that it will be imposing tariffs on goods imported from China, Mexico, and Canada. These tariffs will increase the cost of the products from these countries, and we simply are unable to absorb the entire financial burden.

Therefore, effective as early as March 1, 2025, we will be implementing a price adjustment on those products sourced from China. All price adjustments for affected products will be calculated based on the tariff's specific impact on each product's customer selling price. Attached to this letter is a list of your impacted core list SKUs.

Going forward, we will continuously monitor the imposition of any additional tariffs on products imported from Canada and Mexico, as well as on any other country supplying products to our business, and as a result, we may need to make further price adjustments as may be necessary.

Please know that we are actively exploring ways to mitigate the financial impact of these tariffs and as always, despite these extreme global economic challenges, our commitment to providing you with high-quality products and exceptional service remains unwavering. We believe that these price adjustments are critical to ensuring both the continued sustainability of our business as well as our ability to deliver the utmost value you expect from ODP Business Solutions.

Your service representative will be reaching out with additional details and information so please let them know should you have questions. We appreciate your understanding as we navigate this situation.

Thank you for your valued partnership,

Tom Riccio
SVP of Sales
ODP Business Solutions