



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

Supplier Name: Pitney Bowes Inc.

Sourcewell Contract Number: 011322-PIT (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.

Added a few SKUs to our outdoor lockers line at contracted discount percentages. Obsoleted a few SKUs that had since been replaced in functionality by newer items and are no longer sold.

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.

Discontinued SKUs have already been replaced with newer technology items on contract and are now no longer sold. No loss of functionality or workflow to members.

3. *Product additions only*

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

Added lockers SKUs are consistent and functional with those already on contact.

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

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

There we price changes on only 26 accessory items due to increased MSRP on those items. All discounts remain at agree to contracted percentage off of MSRP.

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: Bill Walter
Supplier Authorized Signature

 Digitally signed by Bill Walter
Date: 2023.09.11 13:18:22 -07'00'

9/11/2023
Date

Bill Walter, VP Govt and GPOs

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.

By: Jeremy Schwartz
Jeremy Schwartz
Sourcwell Chief Procurement Officer

9/14/2023 | 12:22 PM CDT
Date