



## Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/TCPN when there is an update in the contract. No request will be officially approved without the prior written authorization of Region 4. Region 4 reserves the right to accept or reject any request.

The Gunlocke Company, LLC (Vendor name) hereby provides notice of the following update to TCPN contract number: R142206 for Office Furniture and Installation on this date 3/22/16.  
*Contract Title*

**Instructions:** Vendors must check all that may apply and provide supporting documentation. Place your initials next to each item to confirm that documents are indeed, included. Be sure to sign the signature page with all require signatures, prior to submitting your update for approval. **This form is not intended for use if there is a material change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc. Please contact a member of the TCPN Contracting Team to request a "Notice of Material Change to Vendor Contract" form.**

**Authorized Distributors/Dealers**  
 X  Addition  
    Deletion  
 X  Supporting Documentation

**Price Update**  
    Supporting Documentation

**Products/Services**  
    New Addition  
    Update Only  
    Supporting Documentation

**Discontinued Products/Services**  
    Supporting Documentation

**States/Territories**  
    Supporting Documentation

**Other**      
    Supporting Documentation

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

Request to add Frost-Barber, Inc. as a dealer to Gunlocke's TCPN contract.  
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Submitted By: Tim Reier

**Approved by Email:** Date 03/29/16

Title: Program Manager-Government Contracts and Compliance

**Denied by Email:** Date   

Contact Number: 563-506-9264

**Region 4 ESC:** Approved by Jason Wickel via email 03/29/16

Email Address reiert@hnicorp.com

**TCPN:** Christine Dorantes 03/29/16



THE GUNLOCKE COMPANY, LLC  
One Gunlocke Drive  
Wayland, NY 14572

GUNLOCKE.COM  
585 728 5111 TEL  
585 728 8351 FAX

March 22, 2016

ATTN: Clint Pechacek  
NIPA/TCPN  
11280 West Road  
Houston, TX 77065

RE: Request to add dealer

Dear Clint:

Please add the following dealer to The Gunlocke Company, LLC TCPN Contract #R142206. They are authorized to accept and receive purchase orders and payments on our behalf:

Dealer Name: Frost-Barber, Inc.  
Address: 9322 Interline Avenue  
City, State, Zip: Baton Rouge, LA 70809  
POC: Richie Schega  
Phone: 225-926-5000  
Fax: 225-926-5011  
Email: [rschega@frost-barber.com](mailto:rschega@frost-barber.com)

If you have any questions concerning this Letter of Authorization, please contact me at 563-506-9264 or [reiert@hnicorp.com](mailto:reiert@hnicorp.com).

Sincerely,

Tim Reier  
Program Manager-Government Contracts and Compliance