



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 authorization of Region 4. Region 4 reserves the right to accept or reject any request.

Contrax Furnishings, LLC/The Contrax Group, LLC hereby provides notice of the following update to

(Vendor Name)

TCPN contract number: R142203 for Furniture and Installation on this date 07/07/16.

Contract Title

Instructions: Vendors must check all that may apply and shall provide supporting documentation. Place your initials next to each item to confirm that documents are indeed included. Request received without supporting documentation will be returned. Be sure to sign 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

_____ Addition

_____ Deletion

_____ Supporting Documentation

Price Update

_____ Supporting Documentation

Products/Services

CMS New Addition

Update Only

CMS 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 Humanscale as a new vendor

Submitted By: Caroline Smith

Title: Strategic Bid and Contract Manager

Contact Number: Caroline Smith

Email Address CSmith@contrax.com

Approved by Email: Date 07/07/2016

Denied by Email: Date _____

Region 4 ESC: Jason Wickel approval via email

TCPN: Christine Dorantes 07/07/16

EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

*****MANUFACTURER'S DEALER CERTIFICATE*****

This Certifies that: Contrax Furnishings, LLC/The Contrax Group, LLC is a valid Reseller in
(Bidder's Name)

good standing of: Humanscale Corporation
(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Humanscale Corporation

Address: 220 Circle Dr North, Piscataway NJ 08854

Printed Name: Katie Miglin *Katie Miglin*

Date: 5/25/16

Phone: 732-537-2944 Fax: 732-356-4146

Subscribed and sworn before me this 25th day of May, 2016

Notary Public Signature *[Signature]* State of *New Jersey*

My commission expires: *2/25/2020*

SEAL *Comm # 253663*

My Commission Expires
February 25, 2020