

Clint Pechacek

From: Clint Pechacek
Sent: Thursday, July 09, 2015 7:48 AM
To: 'Caroline Smith'
Cc: Bob Redding; Deborah Bushnell
Subject: RE: Contract R142203 Addition Request
Attachments: Product Additions Request 07-01-2015.docx; Via - Forever Warranty 2015.pdf; Via - Dealer Authorization Form.pdf

Good morning Caroline,

Please accept this correspondence as official TCPN acceptance and approval to **add Via Seating as a manufacturer on Contrax's contract R142203**. This update will take effect immediately and this correspondence and the attached files have been added to your contract file as backup documentation. If I can be of further assistance please let me know. Thank you for your continued support.

Thanks,

Clint Pechacek
Contract Specialist
11280 West Road
Houston, TX 77065
Office: 713.554.7349
Mobile: 713.254.8180
cpechacek@tcpn.org



From: Caroline Smith [mailto:CSmith@contrax.com]
Sent: Wednesday, July 08, 2015 10:34 AM
To: Clint Pechacek
Cc: Bob Redding; Deborah Bushnell
Subject: Re: Contract R142203 Addition Request

Yes, will you please send a separate approval for Via Seating? Bob is working with Palmer to work on the Hive pricing and we will touch base with you once we hear back from them.

Regards,

Caroline Smith, LEED AP BD+C

Strategic Bid Manager

Contrax Furnishings

www.contrax.com

690 NE 23rd Avenue

Gainesville, FL 32609

Phone: 800-699-7516 ext. 1323

Direct: 352-416-1323

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From: Clint Pechacek <cpechacek@tcpn.org>

Date: Thursday, July 2, 2015 at 2:31 PM

To: Caroline Smith <csmith@contrax.com>

Cc: Bob Redding <bredding@contrax.com>, Deborah Bushnell <dbushnell@tcpn.org>

Subject: RE: Contract R142203 Addition Request - Guidecraft

Good afternoon Caroline,

I don't see any issues with adding Via Seating as requested. I will be happy to send you a separate approval for Via Seating if you would like.

However, since breaking out a specific line of Palmer Hamilton at a smaller discount would constitute a price increase, we will need to see a manufacturer's letter justifying the increased price before we can approve that change.

Let me know if you have any questions and whether you would like a separate approval for Via Seating while we wait to get the manufacturer's letter from Palmer Hamilton.

Thanks,

Clint Pechacek

Contract Specialist

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cpechacek@tcpn.org



From: Caroline Smith [<mailto:CSmith@contrax.com>]
Sent: Thursday, July 02, 2015 12:15 PM
To: Clint Pechacek
Cc: Bob Redding
Subject: FW: Contract R142203 Addition Request - Guidecraft

Clint,

Per your approval, we would like to add Via Seating to our TCPN R142203 contract at the discount structure noted on the attached "Product Additions Request 07-01-2015." In addition to adding Via Seating, we would like to make a revision to an existing line, Palmer Hamilton. Palmer Hamilton has a "Hive" line which has different discounting than their standard line of products. We therefore request to add a "Palmer Hamilton – Hive" line on the product discount and freight matrices. Install for Hive will remain the same as the standard Palmer Hamilton products.

All required documentation is attached, including updated matrices. I will send the Via price list in a separate email due to size. Please let me know if you require any additional information.

Regards,

Caroline Smith, LEED AP BD+C
Strategic Bid Manager
Contrax Furnishings
www.contrax.com

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