

**AMENDMENT 001**

**Agreement Between**

**The Rector and Visitors of the University of Virginia**

**and**

**The Supply Room Companies Incorporated**

The Rector and Visitors of the University of Virginia, (the "University") and The Supply Room Companies Incorporated ("TSRC") are amending the Agreement dated 08/07/14 whereby "TSRC" contracted to provide Office Supplies Business Products to the University.

**Provision**

This provision will be added to the Term, and updated effective 12/21/18 as follows:

**Term**

The University and TSRC mutually agree to renew the Agreement for an additional five year period.

The period of performance will be 08/06/19 through 08/07/24.

**Specific Provisions**

These specific provisions will be added and updated effective 12/21/18 as follows:

**II. Specific Provisions, Scope of Goods and Services**

Section A. Office Supply Business Product Goods to include, but not be limited to;

5. Coffee Supplies
6. Furniture
7. Janitorial Equipment, Supplies, and Services
8. Promotional Items
9. Remanufactured ink and toner goods and services
10. Technology Products and Services

**Section J. Firm Representative(s)**

a. Contact information for appointed representative(s):

i. Territory: North Ivy: Jaime Ponton

[jponton@thesupplyroom.com](mailto:jponton@thesupplyroom.com)

434-227-3761

**Q. Pricing and Discounts**

1. Pricing Structure

a. TSRC will provide the University its Goods and Services within the parameters of the pricing and discount structure detailed in Attachment 1- VHEPC Best Value Office Supply Items (Excel file).

Items not included on the VHEPC Best Value Office Supply List will receive a minimum discount of 22% off list price.

#### Section R. Additional Financial Considerations

1. In addition to the minimum discount structure detailed above, TSRC agrees to provide each Accessing Entity with a further incentive regarding total cumulative spend from all Accessing Entities in the amount corresponding to the following discount structure scale:

<b>Total Purchase Amount</b>	<b>Percent</b>
\$0-\$2,000,000	2.00%
\$2,000,001 - \$3,000,000	2.50%
\$3,000,001 - \$4,000,000	2.75%
\$5,000,001 - \$6,000,000	3.00%
\$6,000,001 - \$7,000,000	3.25%
\$7,000,001 - \$8,000,000	3.50%
\$8,000,001 - \$9,000,000	3.75%
\$9,000,001 – and above	4.00%

#### Section S. Fees and Discounts

##### 6. Best Value Office Supply Items

c. TSRC will develop a revised Best Value List that includes Virginia Higher Education Consortium (“VHEPC”) specific items which will be offered to all VHEPC accessing entities. Attachment 1 – VHEPC Best Value List Items

##### 8. Price Escalation/De-Escalation

c. Price adjustments for any specific items or commodities will not exceed 6% annually. Manufacturer increases will be analyzed on a case by case basis. Approvals for price increases will take Manufacturer increases will be the basis for approving and substantiating any increase and subject to VHEPC review.

In Attachment 1, Contractual Provisions, Section AA, Small, Disadvantaged, Women-owned and Minority (SWAM) Business Reporting, change the second and third sentences to read:

TSRC will submit a quarterly SWAM business report to the University by the 8th of the month following each calendar quarter, specifically the months of April, July, October, and January. The Selected Firm will submit the quarterly SWAM business reports to:


Lorie Strother  
SWAM Contract Administrator  
Procurement and Supplier Diversity Services  
E-mail: [ljs8n@virginia.edu](mailto:ljs8n@virginia.edu)


All other terms and conditions of the Agreement dated August 7, 2014 will remain in effect.

### ACCEPTANCE

**For the Rector and Visitors of the  
University of Virginia**

**For The Supply Room Companies  
Incorporated**

DocuSigned by:  
  
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\_\_\_\_\_  
John McHugh  
Interim Director Procurement and  
Supplier Diversity Services

  
\_\_\_\_\_  
Patricia W. Barber  
President and CEO

12/19/2018  
\_\_\_\_\_  
Date

12/13/18  
\_\_\_\_\_  
Date

RFP# KF082613  
Purchase Order # 1507501

**Attachment 1**  
**VHEPC Best Value List**