
TULSA COUNTY

**PURCHASING
DEPARTMENT**

MEMO

DATE: JANUARY 6, 2015

TO: BOARD OF COUNTY COMMISSIONERS

FROM: LINDA R. DORRELL
PURCHASING DIRECTOR



SUBJECT: NAME CHANGE- FROM XPEDX TO VERITIV OPERATING COMPANY

THE TULSA COUNTY PURCHASING DEPARTMENT HAS BEEN NOTIFIED THAT XPEDX WILL CHANGE THEIR NAME TO VERITIV OPERATING COMPANY.

THE FOLLOWING BIDS ARE EFFECTED:

DEODORIZING AGENTS AND CLEANERS
JANITORIAL SUPPLIES-SHERIFF
MISCELLANEOUS SUPPLIES AND FLOOR MAINTANCE PADS
MOPS, BRUSHES AND BROOMS
PAPERSTOCK FOR PRINTING
PRINTSHOP SUPPLIES
RESTAURANT, KITCHEN, AND CONCESSIONARY SUPPLIES

THE TULSA COUNTY PURCHASING DEPARTMENT RESPECTFULLY REQUESTS THE BOARD ACCEPT THE NAME CHANGE FROM XPEDX TO VERITIV OPERATING COMPANY. THEY HAVE AGREED TO HONOR THE ORIGINAL BID PRICING.

THIS REQUEST IS RESPECTFULLY SUBMITTED FOR YOUR APPROVAL.

LRD/arh

ATTACHMENT

ORIGINAL: PAT KEY, COUNTY CLERK FOR THE JANUARY 11, 2016 AGENDA.

COPIES: COMMISSIONER JOHN M. SMALIGO
COMMISSIONER KAREN KEITH
COMMISSIONER RON PETERS
MICHAEL WILLIS, CHIEF DEPUTY
VICKI ADAMS, CHIEF DEPUTY



December 31, 2015

Veritiv Legal Entity Changes *Requires Customer Action*

Dear Valued Customer:

As you are aware, more than a year has passed since the formation of Veritiv – a company that was established with the merger of two industry leading distribution businesses, Unisource and the xpedx division of International Paper. Thank you for your continued business and for choosing Veritiv to provide you with value-added solutions.

We continue to work diligently behind the scenes to integrate the company and develop uniform processes and systems for Veritiv that will meet your needs. To continue our journey of becoming one company, we are making the following changes to our legal entity structure.

Effective December 31, 2015, Unisource Worldwide, Inc., a subsidiary of Veritiv Corporation, will change its name to Veritiv Operating Company. Concurrently, xpedx, LLC will merge with and into Veritiv Operating Company.

In order to support these changes, there are a few actions we need you to take:

- 1. Please update our company name in your system as soon as possible, but no later than March 31st 2016**
 - For current Unisource customers: Change the name in your systems from Unisource Worldwide, Inc., to Veritiv Operating Company, formerly Unisource.
 - For current xpedx customers: Change the name in your system from xpedx, LLC. to Veritiv Operating Company, formerly xpedx.
 - For customers purchasing products from both Unisource and xpedx: **Please change the names in your system to reflect two distinct businesses one referenced as Veritiv Operating Company, formerly Unisource; and one referenced as Veritiv Operating Company, formerly xpedx.**
- 2. Please send new 2016 Sales Tax exemption certificates, issued to Veritiv Operating Company, to TaxCerts@veritivcorp.com.** You will receive another letter specifically addressing sales tax exemption certificates for your company.

Please note, our federal Tax ID #13-5369500 remains unchanged. A new W-9 form, reflecting the legal entity change will be available on veritivcorp.com and is also enclosed.

Veritiv Operating Company will continue to conduct business as usual in regards to administrative and operations transactions. In addition, your current contacts remain the same. Please review the enclosed Reference Table for more information on the Veritiv legal entity and name change.

Once again, thank you for the opportunity to serve you. If you have any questions regarding this matter, please contact LES@veritivcorp.com

Sincerely,

A handwritten signature in cursive script that reads 'Forrest Bell'.

Forrest Bell, Chief Accounting Officer
Veritiv



Reference Table

Unisource Customers		
	Before Name Change	After Name Change (Effective Dec 31, 2015)
Remittance Address Name	Unisource Worldwide, Inc	Veritiv Operating Company (physical address remains same as before)
Purchase Orders	Unisource Worldwide, Inc	Veritiv Operating Company, formerly Unisource
Federal Tax ID	13-5369500	No change: 13-5369500
Name on the W-9 (Tax form)	Unisource Worldwide , Inc.	Veritiv Operating Company
Contracts	Existing contracts remain in effect	

xpedx Customers		
	Before Merger	After Merger (Effective Dec 31, 2015)
Remittance Address	xpedx, LLC	Veritiv Operating Company
Purchase Orders	xpedx, LLC	Veritiv Operating Company, formerly xpedx
Federal Tax ID	13-5369500	No change: 13-5369500
Name on the W-9 (Tax form)	Unisource Worldwide , Inc, Business name as xpedx, LLC	Veritiv Operating Company
Contracts	Existing contracts remain in effect	

Amanda Hensley

From: Susan Belding
Sent: Wednesday, January 06, 2016 9:50 AM
To: Amanda Hensley
Subject: FW: New W-9
Attachments: 2016_W-9_Veritiv_Operating_Company_-_Headquarters.pdf; U and X- Customer letter LES -FINAL.PDF

From: Blevins, Janice L. (TULSA,OKLAHOMA) [mailto:Janice.Blevins@veritivcorp.com]
Sent: Wednesday, January 06, 2016 9:46 AM
To: Susan Belding <sbelding@tulsacounty.org>; Dana Tindell <dtindell@tulsacounty.org>
Subject: New W-9

I'm sending you a couple of attachments. One is an explanation of changing the official name to Veritiv Operating Company and a new W-9 with that change on it. The company was sending these out but I didn't know if it would get to your department or not. So I'd rather be safe than sorry!

Thank you,

Janice Blevins, Sales
Print Solutions

Veritiv 5803 S 118th E Ave., Tulsa, OK, 74146
office: 918 249 4181 mobile: 918 814 0098 fax: 918 459 4113
Janice.Blevins@veritivcorp.com

veritivcorp.com



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