



Request for Contract Update

Pursuant to the terms of contract number R191802 for Allsteel Inc. Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

Allsteel Inc. hereby provides notice of the following update on
(Contractor)

this date June 1, 2022.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

Authorized Distributors/Dealers
____ Addition
____ Deletion
____ 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: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Allsteel Inc. is requesting to update list prices and surcharge for the Hickory Business Furniture (HBF) products offered on Contract R191802 effective July 3, 2022. In addition, add new Allsteel product lines to their existing product offering.

Submitted By: Cindy Hermann

Title: Public Sector Contract Analyst

Email Address: allsteelgovcontracts@allsteeloffice.com

Approved by Email: Date 6/16/2022 | 9:04 AM CDT

Denied by Email: Date _____

DocuSigned by:
Robert Engelmann
Region 4 ESC: _____
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June 1, 2022

ATTN: Robert Zingelmann
 Chief Financial Officer
 Region 4 – Education Service Center
 7145 West Tidwell Road
 Houston, TX 77092

RE: Allsteel Inc. contract updates for Region 4 Furniture, Installation and Related Services Contract R191802

Dear Mr. Zingelmann:

Please accept this letter as Allsteel's request to update the list prices for the Hickory Business Furniture (HBF) products that are currently available on our OMNIA Region 4 Contract R191802.

In November of 2021, HBF implemented a 7% surcharge, which Region 4 approved on 11/9/2021, to help offset external market factors impacting production and freight costs. Our goal was to observe market trends during this uncertain time, informing our decisions regarding future price adjustments.

To keep pace with inflationary pressures, HBF will implement a 5% average commercial price adjustment on furniture, HBF will reduce the existing furniture surcharge from 7% to 5%. Changes effective July 3, 2022.

In addition to the HBF changes, Allsteel would like to add the following new product lines to their product offering effective immediately upon approval. The products and associated discount categories are listed below for your reference. All are awarded categories to Allsteel on the OMNIA Region 4 Contract R191802.

- O6 Task Chair

Acuity, Mimeo, Lyric, Quip, Evo, and Svelte Seating	\$1 - \$100,000	58.0%
	\$100,001 - \$400,000	58.0%
	\$400,001 & Above	Negotiable

- Pli Task Chair

Acuity, Mimeo, Lyric, Quip, Evo, and Svelte Seating	\$1 - \$100,000	58.0%
	\$100,001 - \$400,000	58.0%
	\$400,001 & Above	Negotiable



- Fit Panels

Stride Systems, Terrace, Concensys, Optimize, Further, Involve Casegoods, Approach, Stride Desking, Stride Benching, Pedestals, Overheads, Worksurfaces, Electrical & Accessories, Altitude Tables, Gallery Panels, Metal & Acrylic Table Screens, Universal Panel Stacker, Universal Screens	\$1 - \$100,000	69.5%
	\$100,001 - \$400,000	71.0%
	\$400,001 & Above	Negotiable

The product information is included with the attached Request for Contract Update along with an updated Discount Matrix for posting to the OMNIA website.

Thank you for your continued business and opportunity to provide Region 4 customers quality Allsteel, Gunlocke, and HBF products.

If you have any questions, please do not hesitate to contact me at allsteelgovcontracts@allsteeloffice.com.

Sincerely,

Cindy Hermann
Public Sector Analyst



5/13/2022

Price Adjustment Effective July 3, 2022:

HBF Furniture: 5% Average Commercial Price Adjustment, 5% Surcharge

In November of 2021, HBF implemented a 7% surcharge for both HBF and HBF Textiles to help offset external market factors impacting production and freight costs. Our goal was to observe market trends during this uncertain time, informing our decisions regarding future price adjustments.

To keep pace with inflationary pressures, HBF will implement a 5% average commercial price adjustment on furniture. HBF will reduce the existing furniture surcharge from 7% to 5%. Changes effective July 3, 2022.

Percentages vary from product to product with several exemptions. Jueki stools, Cityscape2.0, Note desk, and the entire MOD collection will not receive an increase at this time. Please contact your sales representative for a detailed summary as needed.

HBF Textiles will not receive a price increase at this time, however the 7% surcharge will remain in place as freight/oil is the largest driver of inflation for this product category.

Reminder on how to apply the surcharge:

The surcharge is calculated as a percentage of the net subtotal of the order and appears as a line item in quotes, acknowledgments, and invoices for all new orders. All quotes are valid for 30 days.

Thank you for your continued support.

Sincerely,

A handwritten signature in black ink that reads 'Casey Baxter'.

Casey Baxter
VP, General Manager
HBF | HBF Textiles