



## Notice of Material Change to the Vendor Contract

Pursuant to the terms of your awarded vendor contract, all vendors must notify Region 4 Education Service Center ("Region 4") when any material change in operations, that may adversely affect members, (i.e. assignment, bankruptcy, change of ownership, merger, etc.) is made. No material change may be made to the contract without the prior written approval of Region 4. Region 4 reserves the right to accept or reject any new party.

Allsteel Inc. \_\_\_\_\_ (vendor company name) hereby provides notice of the following material change to contract number: R191802 on this date December 13, 2023.

**Instructions:** (Vendors must check all that may apply and provide supporting documentation. Place your initials next to each item to confirm that documents are, indeed, included. Be sure to sign the signature page with all require signatures, prior to submitting your notice to Region 4 for approval).

- |  |   |
|--|---|
| <input type="checkbox"/> Assignment                      | <input type="checkbox"/> Change in ownership ( <i>sale/purchase</i> ) |
| ___ Indicate if you are assigning to your own subsidiary | ___ Asset Purchase Agreement  |
| ___ Assumption Agreement                                 | ___ Other supporting documentation                                    |
| ___ Other supporting documentation                       |   |
| <input type="checkbox"/> Bankruptcy                      | <input type="checkbox"/> Acquisition                                  |
| ___ Official legal Notice of Bankruptcy Proceedings      | ___ Asset Purchase Agreement  |
| ___ Other supporting documentation                       | ___ Other supporting documentation                                    |
| <input type="checkbox"/> Merger                          | <input checked="" type="checkbox"/> Other                             |
| ___ Share Exchange Agreement                             | ___ Supporting documentation  |
| ___ Merger and Acquisition Agreement                     |   |
| ___ Asset Purchase Agreement                             |   |
| ___ Other supporting documentation                       |   |

Notes: Vendor may include any other notes regarding the material change here: (attach another page if necessary).  
Allsteel Inc. has changed their name to Allsteel LLC. Additionally, they have also changed their address from 2210 Second Avenue to 600 East 2nd Street, Muscatine, IA 52761. There is no change to their FEIN.

Attached is a copy of the Statement of Conversion and State of Illinois Certificate of Good Standing.

Upon approval of this notice, the awarded contract holder and/or subsequent assignee agree to and understand the following principles:

- i. **Contract holder reference.** If the contract holder undergoes a merger, acquisition, or partial assignment, in which case they still maintain the contract, then all transactions made under the existing contract number (including purchase orders) must reference the name of the awarded contract holder. The exception to this requirement is if the contract holder no longer holds the contract or if the company has been acquired by another company and undergone a name change. Notice of the authorized name change, to the existing contract, must be provided and approved by Region 4.



In instances where the contract holder has acquired a separate and distinct company, and it is necessary to designate those certain purchases facilitated by the non-contract holder, then this designation may be made if, and only if, the contract holder is also referenced on the transaction.

ii. **Maintenance of records.** Both the awarded contract holder and subsequent assignee agree to remain responsible for maintaining all auditable records, including documents kept in the ordinary course of business and sales invoices, related to OMNIA Partners, Public Sector and/or contract number pursuant to the statutory requirements identified in the vendor contract.

iii. **Payments.** Both the awarded contract holder and subsequent assignee agree that all payments made by participating entities must be made directly to the contract holder, unless otherwise approved by Region 4. Accordingly, both parties acknowledge that in instances where it is necessary to designate the purchases facilitated by assignee, that the contract holder must also be referenced on the purchase order.

iv. **Handling of Proprietary and/or Confidential Information.** In accord with the terms of the contract, both awarded vendor and assignee agree that at all times it will hold in strict confidence and not disclose to any third party Confidential and/or Proprietary information of Region 4, except as approved in writing by Region 4, and will use the Confidential Information for no purpose other than providing services under the contract. Both awarded vendor and assignee shall only permit access to Confidential Information to those of its employees or authorized representatives having a need to know and who have signed confidentiality agreements or are otherwise bound by confidentiality obligations at least as restrictive as those contained herein.

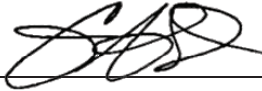
This document is to be construed in strict accordance with the terms and conditions outlined in the Region 4/vendor master agreement referenced herein. Both awarded vendor and assignee agree to uphold the vendor obligations set forth in the vendor agreement. This Agreement will become effective when signed by all parties.

**AGREED AND ACCEPTED AS OF THE DATE FIRST SET FORTH ABOVE:**

**Company name of awarded vendor**  
Allsteel Inc.

**Official name of assigned or added company**  
Allsteel LLC

BY: 

BY: 

NAME: Eric Schroeder

NAME: Eric Schroeder

TITLE: Vice President, Finance

TITLE: Vice President, Finance

**Region 4 Education Service Center**

BY:   
56EDC9D3AAB54E3...

NAME: Jorgannie Carter

TITLE: Chief of Finance and Business Services

DATE: 1/5/2024 | 2:57 PM CST



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE-Secretary of State

12557884

DECEMBER 20, 2022

C T CORPORATION SYSTEM  
208 SO LASALLE ST, SUITE 814  
CHICAGO, IL 60604-1101

RE ALLSTEEL LLC

DEAR SIR OR MADAM:

IT HAS BEEN OUR PLEASURE TO APPROVE AND PLACE ON RECORD THE ARTICLES OF ORGANIZATION THAT CREATED YOUR LIMITED LIABILITY COMPANY. WE EXTEND OUR BEST WISHES FOR SUCCESS IN YOUR NEW VENTURE.

PLEASE NOTE! THE LIMITED LIABILITY COMPANY MUST FILE AN ANNUAL REPORT PRIOR TO THE FIRST DAY OF THIS ANNIVERSARY MONTH NEXT YEAR. FAILURE TO TIMELY FILE MAY RESULT IN PENALTY AND DISSOLUTION.

A PRE-PRINTED ANNUAL REPORT WILL BE MAILED TO THE REGISTERED AGENT AT THE REGISTERED OFFICE ADDRESS APPROXIMATELY 45 DAYS BEFORE THE DUE DATE.

STATEMENT OF CONVERSION HAS BEEN PLACED ON FILE AND THE LIMITED LIABILITY COMPANY HAS BEEN CREDITED WITH THE REQUIRED FEE.

PUBLICATIONS/FORMS AND OTHER SERVICES ARE AVAILABLE ON OUR WEBSITE. VISIT [WWW.ILSOS.GOV](http://WWW.ILSOS.GOV) TO VIEW THE STATUS OF THIS COMPANY, PURCHASE A CERTIFICATE OF GOOD STANDING, OR EVEN FILE THE ANNUAL REPORT REFERRED TO IN THE EARLIER PARAGRAPH.

SINCERELY YOURS,

JESSE WHITE  
ILLINOIS SECRETARY OF STATE  
DEPARTMENT OF BUSINESS SERVICES  
LIMITED LIABILITY DIVISION  
217-524-8008

**EOA 205**

Illinois Secretary of State  
Department of Business Services  
**STATEMENT OF CONVERSION**

Secretary of State  
Department of Business Services  
501 S. Second St., Rm. 350  
Springfield, IL 62756  
217-782-6961  
www.ilsos.gov

Remit payment in the form of a cashier's check, a certified check, a money order, or an Illinois attorney's or a CPA's check payable to Secretary of State.

**FILED**

DEC 20 2022

JESSE WHITE  
SECRETARY OF STATE

12557884

New Entity File Number

*MG*

Filing Fee: \$100 \_\_\_\_\_ Approved: \_\_\_\_\_

\_\_\_\_\_ Submit in duplicate \_\_\_\_\_ Type or print clearly in black ink \_\_\_\_\_ Do not write above this line \_\_\_\_\_

**Converting Entity**

Current file number: 11986587

1. Converting Entity Name: Allsteel Inc.
2. Current Entity Type: (select only one)
 

<input checked="" type="checkbox"/> For Profit Corporation	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Not For Profit
		<input type="checkbox"/> LWCA
3. Jurisdiction and Date of Incorporation/Organization: Illinois; March 26, 1912
4. **The conversion is authorized by the law of the foreign entity's jurisdiction of organization.**

**New Entity**

5. Converted Entity Name: Allsteel LLC
6. Converted Entity Type: (select only one)
 

<input type="checkbox"/> For Profit Corporation	<input checked="" type="checkbox"/> Limited Liability Company	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Not For Profit
		<input type="checkbox"/> LWCA
7. Jurisdiction of Incorporation/Organization: Illinois
8. The Converted Entity: (select only one)
 

intends to transact business in Illinois  will not be transacting business in Illinois (Please set forth address below.)


Address for Service of Process: 208 S. Lasalle St., Suite 814 Chicago, IL 60604  
(P.O. Box alone is not acceptable)
9. Effective Date of Conversion: \_\_\_\_\_ If a future date is chosen, MUST be within 90 days of filing.
 

Upon Filing  Future Effective Date: December 31, 2022

**The Conversion was approved in accordance with Section 205 of the Entity Omnibus Act.  
The formation document and fee for the Converted Entity must be attached.**

10. The undersigned Entity has caused this statement to be signed by a duly authorized signer who affirms, under penalties of perjury, that the facts stated herein are true and correct. All signatures must be in **BLACK INK**.

Dated December 7, 2022 Allsteel Inc.  
Month & Day Year Exact Name of Converting Entity

  
\_\_\_\_\_  
Any Authorized Signer's Signature

Steven M. Bradford, Secretary  
Name and Title (type or print)

12557884

Form **LLC-5.5**

February 2022

**Secretary of State**

Department of Business Services  
Limited Liability Division  
501 S. Second St., Rm. 351  
Springfield, IL 62756  
217-524-8008  
ilsos.gov

Payment must be made by certified check, cashier's check, Illinois attorney's check, C.P.A.'s check or money order payable to Secretary of State.

Illinois  
Limited Liability Company Act  
**Articles of Organization**

**SUBMIT IN DUPLICATE**

Type or print clearly.

Filing Fee: \$150

Approved:

*MG*

FILE #

This space for use by Secretary of State.

**FILED**

DEC 20 2022

JESSE WHITE  
SECRETARY OF STATE

1. Limited Liability Company name (see Note 1): Allsteel LLC

2. Address of principal place of business where records of the company will be kept: (P.O. Box alone or c/o is unacceptable.)  
600 East 2nd Street, Muscatine, IA 52761

3. Articles of Organization effective on: (check one)  
 the filing date  
 a later date (not to exceed 60 days after the filing date): December 31, 2022  
Month, Day, Year

4. Registered agent's name and registered office address:

Registered agent: <u>C T Corporation</u>	First Name	Middle Initial	Last Name
(P.O. Box alone or c/o is unacceptable.)			
Registered office: <u>208 S. Lasalle St. 814</u>	Number	Street	Suite #
<u>Chicago IL 60604</u>	City		ZIP

Note: The registered agent must reside in Illinois. If the agent is a business entity, it must be authorized to act as agent in this state.

5. Purpose(s) for which the Limited Liability Company is organized: (see Note 2)  
**The transaction of any or all lawful business for which Limited Liability Companies may be organized under this Act and/or exclusively for the purpose(s) stated below:**  
The transaction of all lawful business for which Limited Liability Companies may be organized under this Act.

6. The duration of the company is perpetual unless otherwise stated. If the operating agreement provides for a dissolution date, enter that date here: \_\_\_\_\_  
Month/Day Year

LLC-5.5

7. **Optional:** Other provisions for the regulation of the internal affairs of the company: (If additional space is needed, use standard sized paper.)

8. The Limited Liability Company has or will have on the effective date of filing one or more members.

9. Name(s) and business address(es) of the manager(s) and any member with the authority of manager:

Jeffrey D. Lorenger	600 East 2nd Street	Muscatine	IA	52761
Name	Number & Street	City	State	ZIP
Marshall H. Bridges	600 East 2nd Street	Muscatine	IA	52761
Name	Number & Street	City	State	ZIP
Steven M. Bradford	600 East 2nd Street	Muscatine	IA	52761
Name	Number & Street	City	State	ZIP
Name	Number & Street	City	State	ZIP
Name	Number & Street	City	State	ZIP

(If additional space is needed, use standard sized paper.)

10. **Name and Address of Organizer(s):**

I affirm, under penalties of perjury, having authority to sign hereto, that these Articles of Organization are to the best of my knowledge and belief, true, correct and complete.

Dated: December 20, 2022  
Month/Day Year

1. Thomas Lowry  
Signature  
Thomas Lowry, Organizer  
Name and Title (type or print)

If organizer is signing for a company or other entity, state name of company or entity.

2. \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name (type or print)

If organizer is signing for a company or other entity, state name of company or entity.

1. 801 GRAND AVE 33<sup>RD</sup> FL  
Number Street  
DES MOINES  
City  
IA 50309  
State ZIP

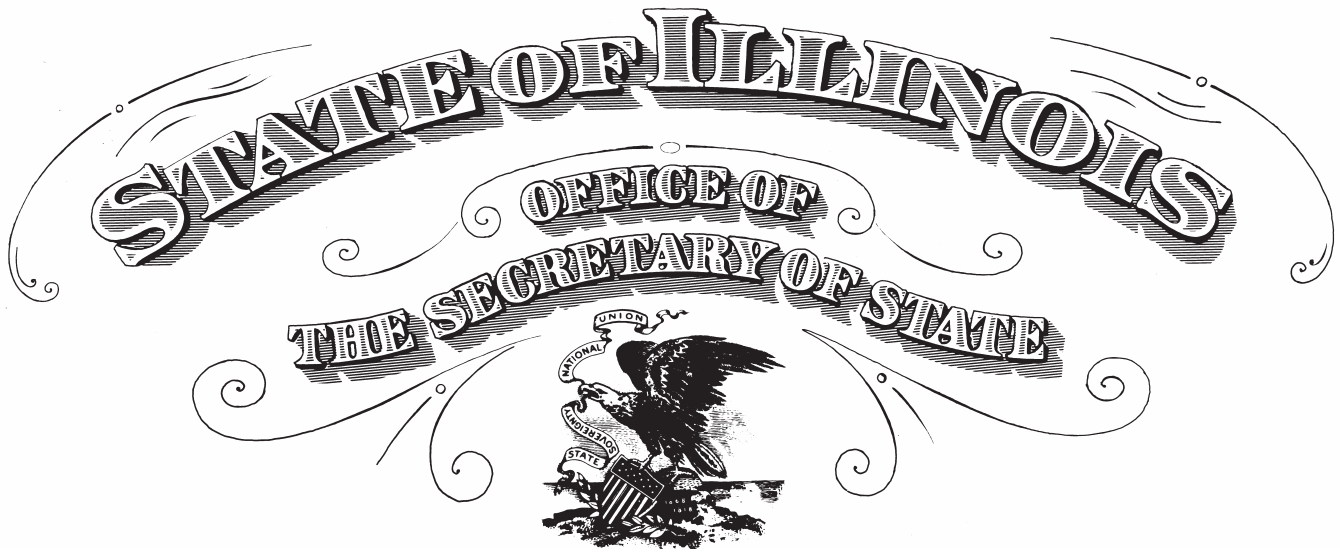
2. \_\_\_\_\_  
Number Street  
\_\_\_\_\_  
City  
\_\_\_\_\_  
State ZIP

**Note 1:** The Limited Liability Company name cannot contain any of the following terms or abbreviations: Corporation, Corp., Incorporated, Inc., Ltd., Co., Limited Partnership or L.P. The name must contain the term **Limited Liability Company, LLC or L.L.C.** If a company is providing professional services licensed by the Illinois Department of Professional Regulation, the name must contain the term or abbreviation **Professional Limited Liability Company, PLLC or P.L.L.C.**

**Note 2:** A professional limited liability company must state the specific professional service or related professional services to be rendered by the professional limited liability company.

File Number

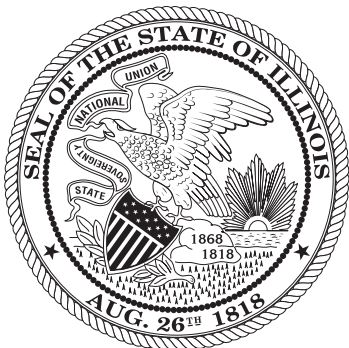
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**To all to whom these Presents Shall Come, Greeting:**

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that*

ALLSTEEL LLC, HAVING ORGANIZED IN THE STATE OF ILLINOIS ON DECEMBER 31, 2022, APPEARS TO HAVE COMPLIED WITH ALL PROVISIONS OF THE LIMITED LIABILITY COMPANY ACT OF THIS STATE, AND AS OF THIS DATE IS IN GOOD STANDING AS A DOMESTIC LIMITED LIABILITY COMPANY IN THE STATE OF ILLINOIS.



***In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 3RD day of JANUARY A.D. 2023 .***

*Jesse White*

SECRETARY OF STATE