



## Request for Contract Update

Pursuant to the terms of contract number R191802 for Allsteel LLC 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 LLC (Contractor) hereby provides notice of the following update on this date January 2, 2024.

**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 LLC is requesting to update Contract R191802 pricing for Allsteel, Gunlocke, Architectural Product, and HBF branded products effective February 1, 2024.

Submitted By: Cindy Hermann

Title: Public Sector Contract Analyst

Email Address: allsteelgovcontracts@allsteeloffice.com

**Approved by Email:** Date 1/2/2024 | 4:11 PM CST

**Denied by Email:** Date \_\_\_\_\_

DocuSigned by:  
  
**Region 4 ESC:** \_\_\_\_\_  
58EDC9D3AAB54E3...



January 2, 2024

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

RE: Contract Update for Allsteel LLC OMNIA Region 4 Furniture, Installation and Related Services Contract R191802

Dear Jorgannie:

Please accept this letter as Allsteel's formal request to update the current OMNIA list prices for Allsteel, Gunlocke, Architectural Products, and Hickory Business Furniture (HBF) brand products offered under their Region 4 Furniture, Installation and Related Services Contract R191802 as outlined below.

**Effective February 1, 2024**

We appreciate your ongoing partnership with Allsteel. Looking ahead to 2024, we are focused on expanding the Allsteel & Gunlocke brand experience, exemplified by the opening of our Fulton Market Experience Center in Chicago.

In addition to these investments, our industry continues to encounter sustained inflationary pressures. We have taken actions to minimize impacts, but continued increases in labor costs, freight expenses, and global energy require us to make necessary adjustments. Effective February 1, 2024, we will implement an average 3% price increase for Furniture and Architectural Products under our Allsteel & Gunlocke Brands.

Additionally, effective February 1, 2024, HBF will implement a 3% price increase across the portfolio. The following products are exempt and will not receive an increase at this time: Cadre, Tyler, Karina/Karina Armless, Mod Collection, and Bao Collection, Double Take and Parker Tables.

Overall, we remain focused on ensuring our pricing practices allow us to compete successfully in the market.



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

If you have any questions, please do not hesitate to contact me at [allsteelgovcontracts@allsteeloffice.com](mailto:allsteelgovcontracts@allsteeloffice.com).

Sincerely,

A handwritten signature in black ink that reads "Cindy Hermann". The signature is written in a cursive, flowing style.

Cindy Hermann  
Public Sector Analyst