



Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/OMNIA Partners, Public Sector when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4. Region 4 reserves the right to accept or reject any request.

Allsteel LLC _____ hereby provides notice of the following update to
(Vendor Name) Furniture Installation & Related

Contract number: R240102 for Services on this date 5/29/2025.
Contract Title

Instructions: Vendors must check all that may apply and shall provide supporting documentation. Place your initials next to each item to confirm that documents are indeed included. Request received without supporting documentation will be returned.

☐ **Authorized Distributors/Dealers**
____ Addition
____ Deletion
____ Supporting Documentation

☒ **Price Update**
____ Supporting Documentation

☐ **Products/Services**
____ New Addition
____ Update Only
____ Supporting Documentation

☐ **Material Change**
____ Assignment
____ Change in ownership (sale/purchase)
____ Bankruptcy
____ Acquisition
____ Merger
____ Supporting Documentation

☐ **Discontinued Products/Services**
____ Supporting Documentation

☐ **States/Territories**
____ Supporting Documentation

☐ **Other** _____
____ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). For material changes, indicate the name of the company of the awarded supplier and the official name of assigned or added company.

Allsteel LLC is requesting to update pricing on Contract R240102. Please see letter for details.

1. Requesting standard price increase for Allsteel, Architectural Products, and Gunlocke products effective June 1, 2025.

Approved tariff-related price increases may remain in effect for up to three (3) months from the contract update's execution date. Any further adjustments must be resubmitted to Region 4 ESC with updated justification and are subject to approval

Signature of Vendor: Cindy Hermann

☐ **Approved Date** 6/2/2025 | 1:56 PM CDT

Submitted By: Cindy Hermann

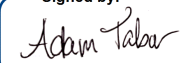
☐ **Denied Date** _____

Title: Public Sector Contract Analyst

Region 4 ESC 1st Review: CW
Initials

Contact Phone Number: 563-316-9655

Region 4 ESC: _____

Signed by:

A5A9F62707BB46B...
Signature

Email Address: allsteelgovcontracts@allsteeloffice.com

For material changes, the awarded contract holder and/or subsequent assignee agrees to and understands 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.



May 29, 2025

ATTN: Adam Tabor
Procurement Director
Region 4 – Education Service Center
7145 West Tidwell Road
Houston, TX 77092

RE: Contract Update for Allsteel LLC OMNIA Region 4 Contract R240102

Dear Adam:

Please accept this letter as our formal request to update the contract pricing to reflect the Allsteel, Architectural Products, and Gunlocke June 2025 list prices

Effective June 1, 2025, we will implement a 4% price increase for Allsteel, Architectural Products, and Gunlocke branded products offered under Allsteel's Region 4 Contract R240102.

Additionally, the 2.5% surcharge was removed as of May 17, 2025, for OMNIA and all customers. Allsteel did not request or implement the 5% surcharge for OMNIA that impacted our commercial customers from April 22, 2025 through May 17, 2025.

Digital price lists will be available on or around June 1. Please let me know if you would like a copy, and I will provide you with the web links once they are available.

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

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

Sincerely,

A handwritten signature in cursive script that reads "Cindy Hermann".

Cindy Hermann
Public Sector Analyst



May 16, 2025

Dear Valued Trade Partners,

We sincerely appreciate your on-going partnership with Allsteel.

As previously communicated in April, we want to remind you that our planned list price adjustment will take effect on June 1, 2025. We remain committed to open and timely communication to ensure you are fully informed and prepared during this period of dynamic and changing cost pressure.

In response to recent developments in US trade policy, we are pleased to announce the **removal of the current 5% net surcharge**, effective **May 17, 2025 at 12:00 AM CDT**.

We value the feedback you've shared regarding tariff implementation, and in the spirit of partnership, we are providing this early notice to support your ability to manage pricing strategies that best serve your business needs and your customers' interests. These changes reflect our ongoing dedication to transparency, fairness, and responsiveness to economic conditions. As input costs continue to stabilize, we will remain vigilant and proactive in communicating relevant updates so you can make informed business decisions with confidence.

Tariff Surcharge Removal - *Effective May 17, 2025 at 12 AM CDT*

- The 5% net surcharge will be removed on all orders placed after this date and time.
- Orders entered prior to this date and time may not be cancelled and resubmitted to avoid the surcharge.

List Price Increase - *Effective June 1, 2025 at 12 AM CDT*

- As communicated on April 16, 2025, Allsteel and Gunlocke will implement a 4% list price increase for all furniture and architectural products.
- To qualify for current pricing, orders must be received prior to June 1, 2025, and ship with the best available date.

Please see the table below for the dates where updated pricing will be accessible for all specification tools. You may reach out to GeneralSupport@hniworkplacefurnishings.com for general questions.

Specification Tool	06/01/25 Price Zone 1 Quoting Available	Update Options
Digital Pricers	06/01/25	New pricing will update automatically on allsteeloffice.com and gunlocke.com
Configura CET	05/26/25	New pricing will update automatically
ProjectMatrix	05/26/25	Users will receive a notification to install catalog updates using the sync function
2020 CAP Giza	Update available online by 05/26/25	Log in to the 20/20 website to locate, download, and install pricing update
Kits Collaborator	06/01/25	Users will receive a notification to install catalog updates using the sync function

The situation remains dynamic, and we continue to monitor governmental actions closely. If already announced tariffs are adjusted, subsequent new tariffs are implemented, or if tariffs are removed or reduced, we will assess the situation for the need for further offset measures or surcharge actions.

Thank you again for your trust and continued partnership. Should you have any questions, your Allsteel representative is always here to help.

Sincerely,



Eric Schroeder
VP Finance
Allsteel



May 16, 2025

Dear Valued Trade Partners,

We sincerely appreciate your on-going partnership with Gunlocke.

As previously communicated in April, we want to remind you that our planned list price adjustment will take effect on June 1, 2025. We remain committed to open and timely communication to ensure you are fully informed and prepared during this period of dynamic and changing cost pressure.

In response to recent developments in US trade policy, we are pleased to announce the **removal of the current 5% net surcharge**, effective **May 17, 2025 at 12:00 AM CDT**.

We value the feedback you've shared regarding tariff implementation, and in the spirit of partnership, we are providing this early notice to support your ability to manage pricing strategies that best serve your business needs and your customers' interests. These changes reflect our ongoing dedication to transparency, fairness, and responsiveness to economic conditions. As input costs continue to stabilize, we will remain vigilant and proactive in communicating relevant updates so you can make informed business decisions with confidence.

Tariff Surcharge Removal - *Effective May 17, 2025 at 12 AM CDT*

- The 5% net surcharge will be removed on all orders placed after this date and time.
- Orders entered prior to this date and time may not be cancelled and resubmitted to avoid the surcharge.

List Price Increase - *Effective June 1, 2025 at 12 AM CDT*

- As communicated on April 16, 2025, Gunlocke will implement a 4% list price increase for all furniture products.
- To qualify for current pricing, orders must be received prior to June 1, 2025, and ship with the best available date.

Please see the table below for the dates where updated pricing will be accessible for all specification tools. You may reach out to GeneralSupport@hniworkplacefurnishings.com for general questions.

Specification Tool	06/01/25 Price Zone 1 Quoting Available	Update Options
Digital Pricers	06/01/25	New pricing will update automatically on gunlocke.com
Configura CET	05/26/25	New pricing will update automatically
ProjectMatrix	05/26/25	Users will receive a notification to install catalog updates using the sync function
2020 CAP Giza	Update available online by 05/26/25	Log in to the 20/20 website to locate, download, and install pricing update
Kits Collaborator	06/01/25	Users will receive a notification to install catalog updates using the sync function

The situation remains dynamic, and we continue to monitor governmental actions closely. If already announced tariffs are adjusted, subsequent new tariffs are implemented, or if tariffs are removed or reduced, we will assess the situation for the need for further offset measures or surcharge actions.

Thank you again for your trust and continued partnership. Should you have any questions, your Gunlocke representative is always here to help.

Sincerely,



Eric Schroeder
VP Finance
Gunlocke