



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)

Contract number: R240102 for Furniture Installation & Related on this date 12/19/2024.
Services 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** RFP 24-01, #11 Offer and Acceptance Period

____ 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 is requesting to update Contract R240102 to the Allsteel, Architectural Products, and Gunlocke's
February 1, 2025 list pricers effective February 1, 2025.

Signature of Vendor: Cindy Hermann

Submitted By: Cindy Hermann

Title: Public Sector Contract Analyst

☐ **Approved Date** 12/19/2024 | 7:24 PM CST

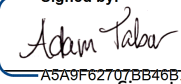
☐ **Denied Date** _____

Region 4 ESC 1st Review:

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.



December 19, 2024

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 OMNIA list prices to the Allsteel, Architectural Products, and Gunlocke brand products offered under Allsteel's Region 4 Contract R240102.

Effective February 1, 2025

To align with our ongoing business investments, sustained inflationary pressures and increased labor costs, we will be making a modest adjustment to our prices.

Effective February 1, 2025, we will implement a 2% average net price increase for Furniture under our Allsteel, Architectural Products, and Gunlocke Brands.

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

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