



## Request for Contract Update

Pursuant to the terms of contract number R191802 for Allsteel 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 (Contractor) hereby provides notice of the following update on this date April 14, 2021.

**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 is requesting to update pricing for each of the Allsteel, Gunlocke, and HBF product brands.

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Submitted By: Cindy Hermann

**Approved by Email:** Date 4/16/2021 | 1:04 PM PDT

Title: Public Sector Contract Analyst

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

Email Address: allsteelgovcontracts@allsteeloffice.com

DocuSigned by:  
  
**Region 4 ESC:** \_\_\_\_\_  
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April 14, 2021

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

RE: Allsteel Inc. request for price adjustment for Region 4 Furniture, Installation and Related Services  
Contract R191802

Dear Mr. Zingelmann:

Allsteel remains focused on controlling costs and furnishing the industry's best product lines at the most competitive prices to you. Several external market factors impact our pricing, including economic and commodity inflation and freight and distribution cost increases. For example, we are experiencing steel and aluminum cost increases that are on average one and a half times higher than the prior year commodity prices.

We have and will continue to aggressively manage and minimize the impacts of these items to our cost structure through ongoing productivity projects and cost-savings initiatives.

The above actions only partially offset the material increases we have incurred, and therefore we will implement a 5.0% price adjustment effective May 2, 2021 to keep pace with base inflationary pressures. The 5.0% core adjustment to furniture product lines and the 4.7% core adjustment to architectural product lines, including previously approved specially engineered products, varies slightly depending on product line and type. Orders at current pricing will be accepted until 9pm CDT on Saturday, May 1, 2021.

Additionally, we request to update the Gunlocke pricing to their May 2, 2021 price lists and HBF to their April 4, 2021 price lists. The Gunlocke price adjustment is 6.1% and HBF price adjustment is 2.01%.

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

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 [allsteeltgovcontracts@allsteeloffice.com](mailto:allsteeltgovcontracts@allsteeloffice.com).

Sincerely,

A handwritten signature in cursive script that reads "Cindy Hermann". The signature is written in black ink and is positioned above the typed name and title.

Cindy Hermann  
Public Sector Analyst

# Allsteel List Price Adjustment Update

March 3, 2021

## **List Price Adjustment Effective May 2, 2021**

Allsteel remains focused on controlling costs and furnishing the industry's best product lines at the most competitive prices to you and our shared customers. Several external market factors impact our pricing, including economic and commodity inflation and freight and distribution cost increases. For example, we are experiencing steel and aluminum cost increases that are on average one and a half times higher than the prior year commodity prices.

Allsteel will implement a 5.0% commercial price adjustment on furniture product lines and a 4.7% commercial price adjustment on architectural product lines effective Sunday, May 2, 2021 to keep pace with base inflationary pressures. The 5.0% core adjustment to furniture product lines and the 4.7% core adjustment to architectural product lines, including previously approved specially engineered products, varies slightly depending on product line and type. Orders at current pricing will be accepted until 9pm CDT on Saturday, May 1, 2021.

An equivalent government list price adjustment will follow with an exact date to be announced. Until further notice, you should continue to quote current pricing to GSA customers.

The new list pricing for furniture will be available by April 4, 2021 in PDF format on Synergy, Brand Connect, allsteeloffice.com, and Allsteel CET extension. The new pricing will be included in the April DVD for CAP 2020 users and available in early April for Project Matrix users. The new list pricing for architectural products will be available in the Allsteel CET extension on May 2, 2021.

Thank you for your continued support of Allsteel. For additional commentary surrounding this list price adjustment, please contact your local Allsteel regional manager. For questions regarding timing or the electronic catalog ordering process, please contact Allsteel Customer Support at 888-255-7833.

Sincerely,



Adam Ames  
Vice President, Product & Marketing

# Gunlocke List Price Adjustment Update

March 3, 2021

## **List Price Adjustment Effective May 2, 2021**

Gunlocke remains focused on controlling costs and furnishing the industry's best product lines at the most competitive prices to you and our shared customers. Several external market factors impact our pricing, including economic and commodity inflation and freight and distribution cost increases. For example, we are experiencing steel and aluminum cost increases that are on average one and a half times higher than the prior year commodity prices.

Gunlocke will implement a 6.1% commercial price adjustment effective Sunday, May 2, 2021 to keep pace with base inflationary pressures. The 6.1% core adjustment encompasses furniture product lines, including previously approved specially engineered products, varying slightly depending on product line and type. Orders at current pricing will be accepted until 9pm CDT on Saturday, May 1, 2021.

An equivalent government list price adjustment will follow with an exact date to be announced. Until further notice, you should continue to quote current pricing to GSA customers.

The new list pricing will be available by April 4, 2021 in PDF format on [GunlockeAdvantage.com](http://GunlockeAdvantage.com), [gunlocke.com](http://gunlocke.com), and Gunlocke CET extension. The new pricing will be included in the April DVD for CAP 2020 users and available in early April for Project Matrix users.

Thank you for your continued support of Gunlocke. For additional commentary surrounding this list price adjustment, please contact your local Gunlocke regional manager. For questions regarding timing or the electronic catalog ordering process, please contact Gunlocke Customer Support at 800-828-6300.

Sincerely,



Adam Ames  
Vice President, Product & Marketing



# HBF List Price Adjustment Update

3/8/2021

## **List Price Adjustment Effective April 4, 2021**

HBF remains focused on controlling costs and furnishing the industry's best product lines at the most competitive prices to you and our shared customers. Several external market factors impact our pricing, including economic and commodity inflation and general labor cost increases.

HBF will implement a 2.01% commercial price adjustment effective Sunday, April 4, 2021 to keep pace with base inflationary pressures. The 2.01% core adjustment encompasses furniture product lines, including previously approved specially engineered products, varying slightly depending on product line and type. Orders at current pricing will be accepted until 9pm EST on Saturday, April 3, 2021.

The new list pricing will be available by Monday, March 15, 2021. The new pricing will be included in the March DVD for CAP 2020 users.

Thank you for your continued support of HBF.

Sincerely,

Jay Rubino