



REQUEST FOR VENDOR CONTRACT UPDATE

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from NCPA when there is an update to the contract. No request will be officially approved without the prior written authorization from NCPA. NCPA reserves the right to accept or reject any request.

Fellowes, Inc. d/b/a ESI Ergonomic Solutions _____ (Vendor Name) hereby provides notice of the following update to NCPA contract number: 07-87 on this date November 2, 2023.

Instructions:

Vendors must check all that may apply and provide supporting documentation. Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.

Authorized Affiliates/Dealers/Distributors/Resellers

- Additions
- Deletions

Products/Services (check all that apply)

- Additions
- Deletions
- Modifications
- Pricing Update

Other Vendor may include other notes regarding the contract update here: (attach another page if necessary).

ESI Ergonomic Solutions requests name change to Fellowes, Inc. on Contract 07-87.

The address is:

Fellowes, Inc.
1789 Norwood Ave.
Itasca, IL 60143

W-9 and press release are attached.

Fellowes, Inc

Vendor Name

Amy Maxey

Submitted By

DocuSigned by:
Amy Maxey
Signature

11/2/2023

Date

FOR USE BY NCPA ONLY:

Sarah Vavra, SVP Public Sector Contracting

DocuSigned by:
Sarah Vavra
Signature

11/3/2023 | 11:30 AM CDT

Date

Form **W-9**
 (Rev. October 2018)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

| | | |
|--|---|--|
| | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Fellowes, Inc. | |
| | 2 Business name/disregarded entity name, if different from above | |
| | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u> 5 </u> Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> |
| | 5 Address (number, street, and apt. or suite no.) See instructions. 1789 Norwood Avenue | Requester's name and address (optional) |
| | 6 City, state, and ZIP code Itasca, IL 60143 | |
| | 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|--|--|
| Social security number | | | | | | | | | | | | |
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| | | | | | | | | | | | | |
| or | | | | | | | | | | | | |
| Employer identification number | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">3</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">6</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">-</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">0</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">7</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">7</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">0</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">6</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">7</td> <td style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">0</td> </tr> </table> | 3 | 6 | - | 0 | 7 | 7 | 0 | 6 | 7 | 0 | | |
| 3 | 6 | - | 0 | 7 | 7 | 0 | 6 | 7 | 0 | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|----------------------------|----------------------------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ <u> 3. 7. 23 </u> |
|------------------|----------------------------|----------------------------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



FELLOWES ANNOUNCES THE EXTENSION OF ITS BRAND INTO CONTRACT FURNITURE

ITASCA, Ill. – Feb. 23, 2023 – [Fellowes](#), a family-owned company which has offered a broad range of workplace products since 1917, has announced today its brand expansion into its Contract Interiors business. Both Trendway and ESI brands will transition to the Fellowes Brand in the first half of 2023.

Furthermore, during the course of 2023, Fellowes will be expanding its brand beyond workspace products to a broader range of WorkLife solutions—including modular walls, select furniture, business machines, commercial air purification systems and commercial-grade workspace products and capabilities. "Our goal is to operate as one company, with the same standard across all touchpoints of our brand", said John Fellowes, President & CEO, Fellowes.

- ONE source for any WorkLife need, from modular walls, tables and specialty chairs to air purifiers and office supplies
- ONE set of standards across all touchpoints, that puts your needs first
- ONE efficient, streamlined system that saves our client's time
- ONE trusted partner that will stick with you every step of the way

At NeoCon 2022, Fellowes' company theme was "It's Beginning," foreshadowing these changes. Accompanying this announcement, Fellowes is announcing its 2023 theme of "ONE Fellowes. Unleashing What's Next" which will focus on the reintroduction of its brand, services, and capabilities to its valued market partners.

About Fellowes

Celebrating its 106th year under the private ownership and executive leadership of the Fellowes family, Fellowes is a global leader and trusted partner that provides product solutions to fulfill a broad range of WorkLife needs. Throughout its history, Fellowes has been grounded in its purpose to "serve at the intersection of family, innovation, quality and care." Headquartered in Itasca, Illinois, USA, Fellowes operates from 24 locations across the globe. For more information, please visit [Fellowes.com](#).

For inquiries, Contact:

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