



Request for Contract Update

Pursuant to the terms of contract number R191804 and R180403 for The HON Company 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.

The HON Company _____ hereby provides notice of the following update on
(Contractor)

this date 1/6/2022.

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

☐ **Products/Services**

_____ New Addition

_____ Update Only

_____ Supporting Documentation

☐ **States/Territories**

_____ Supporting Documentation

☐ **Price Update**

_____ Supporting Documentation

☐ **Discontinued Products/Services**

_____ Supporting Documentation

☐ **Other** _____

_____ Supporting Documentation

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

The HON Company is requesting to add River Resources as a dealer to both of HON's OMNIA contracts R191804 and R180403.

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 1/6/2022 | 12:22 PM CST

☐ **Denied by Email:** Date _____

DocuSigned by:

Robert Engelmann

Region 4 ESC:

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The HON Company _____ hereby provides notice of the following update on
(Contractor)

this date 3/1/2022.

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.

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☐ **Discontinued Products/Services**

_____ Supporting Documentation

☐ **Other** _____

_____ Supporting Documentation

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

The HON Company is requesting to add the dealers listed on the following page to both of HON's OMNIA contracts R191804 and R180403.

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 3/7/2022 | 11:00 AM CST

☐ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC: Robert Engelmann
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March 28, 2022

Mr. Robert Zingelmann

Re: Contract Update for HON OMNIA Region 4 Contract R191804 and OMNIA Ergonomic Contract R180403

Dear Mr. Zingelmann,

There are many economic pressures driving significant and broad-based cost increases across supplier networks globally. These increases are affecting transportation, sourced materials, and other key components core to our product and our service model. We have taken actions to minimize the impact, but the magnitude requires us to pass along an increase. You have the commitment of The HON Company that we will continue to mitigate these disruptions as much as possible.

Effective May 13, 2022, The HON Company will be implementing a price adjustment for products offered under our HON & Sadie brands. The average price adjustment is a 4.5% increase.

Please accept this letter as our formal request to update contract pricing to HON's May 13, 2022 list prices under contracts R191804 and R180430 effective May 13, 2022.

Digital pricers will be available on May 2nd; please confirm you would like a copy and I would be happy to email you the web links once available.

Thank you for your partnership and continued commitment supporting The HON Company. Please contact me with any questions you may have at contractmanager@honcompany.com.

Sincerely,

A handwritten signature in black ink that reads "Christine McCormick".

Christine McCormick
Public Sector Contract Analyst



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The HON Company _____ hereby provides notice of the following update on
(Contractor)

this date 4/6/2022.

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.

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☐ **Price Update**

_____ Supporting Documentation

☐ **Discontinued Products/Services**

_____ Supporting Documentation

☐ **Other** _____

_____ Supporting Documentation

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

The HON Company is requesting to add Wilson Bauhaus Interiors as a dealer to both of HON's OMNIA contracts R191804 and R180403.

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 4/7/2022 | 12:48 PM CDT

☐ **Denied by Email:** Date _____

DocuSigned by:

Region 4 ESC: Robert Eigelmann
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The HON Company _____ hereby provides notice of the following update on
(Contractor)

this date 6/1/2022.

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.

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☐ **Other** _____

_____ Supporting Documentation

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

The HON Company is requesting to add the dealers listed on the following page to both of HON's OMNIA contracts R191804 and R180403.

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 6/1/2022 | 10:30 AM CDT

☐ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC: Robert Biegelmann
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DocuSigned by:
Robert Zingelmann
Region 4 ESC: 0B1D33BB0130490



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The HON Company _____ hereby provides notice of the following update on
(Contractor)

this date 9/1/2022.

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.

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_____ New Addition

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☐ **Discontinued Products/Services**

_____ Supporting Documentation

☐ **Other** _____

_____ Supporting Documentation

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

The HON Company is requesting to update our dealers as outlined below for contracts R191804 and R180403:

Add 10 Dealers, update one dealer name and remove one dealer. Please see second page for details.

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 9/1/2022 | 8:17 AM CDT

☐ **Denied by Email:** Date _____

DocuSigned by:

Region 4 ESC: Robert Eigelmann
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DocuSigned by:
Region 4 ESC: *Robert Eigelmann*
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The HON Company _____ hereby provides notice of the following update on
(Contractor)
this date 12/1/2022.

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.

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_____ Supporting Documentation

☐ **Discontinued Products/Services**

_____ Supporting Documentation

☐ **Other** _____

_____ Supporting Documentation

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

The HON Company is requesting to add the dealers outlined on page two to our current OMNIA contract R191804:

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 12/1/2022 | 8:16 AM CST

☐ **Denied by Email:** Date _____

DocuSigned by:

Robert Eigelmann

Region 4 ESC:

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