



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.

The HON Company LLC hereby provides notice of the following update to
(Vendor Name)

Contract number: R191804 for Office Furniture on this date 11/26/2024
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. Be sure to sign prior to submitting your update for approval. **This form is not intended for use if there is a material change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc. Please contact a member of the OMNIA Partners Contracting Team to request 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: Vendor may include other notes regarding the contract update here: (attach another page if necessary).

The HON Company is requesting to update contract R191804 to HON's February 1, 2025 List Pricers, effective February 1, 2025.

Submitted By: Christine McCormick

Approved Date 12/2/2024 | 11:17 AM CST

Title: Public Sector Senior Contract Analyst

Denied Date _____ DS

Contact Number: R191804

Region 4 ESC 1st Review: CW
Signed By: Initials

Email Address: mccormickcd@honcompany.com

Region 4 ESC: Adam Tabar
A5A9F62707BB46B Signature



Make your space work.

November 6, 2024

Ms. Jorgannie Carter,

Re: Contract Update for HON OMNIA Region 4 Contract R191804

Dear Ms. Carter,

Due to sustained inflationary pressures and increased labor costs, HON will be making a modest adjustment to our prices. You have the commitment of The HON Company that we will continue to mitigate these disruptions as much as possible.

Effective February 1, 2025, The HON Company will be implementing a price adjustment; the average net price adjustment is 2%.

Please accept this letter as our formal request to update contract pricing to HON's February 1, 2025 list prices under contract R191804 effective February 1, 2025.

Digital pricers will be available shortly after January 1st; 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,

Christine McCormick

Christine McCormick
Public Sector Contract Analyst