



Request for Contract Update

Pursuant to the terms of contract number R191804 & 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 9/2/2020.

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 new products to contract R191804 and R180403 effective immediately upon approval

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 9/4/2020 | 7:01 AM PDT

☐ **Denied by Email:** Date _____

Region 4 ESC: 
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The HON Company hereby provides notice of the following update on
(Contractor)
this date 10/27/2020.

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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____ 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).

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: contractmanager@honcompany.com

☐ **Approved by Email:** Date 10/27/2020 | 1:09 PM PDT

☐ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC Robert Engelmann
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The HON Company _____ hereby provides notice of the following update on
(Contractor)
this date 6/1/2021.

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.

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☐ **Discontinued Products/Services**

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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 8 dealers and remove one for both our OMNIA contracts. Please remove

Corporate Environments Bethlehem location and add: Letourneau Intrests, Omega Commercial Interiors, Workscape Momentum Procurement Group, McCartney's Inc, Atlantic Corporate Interiors, Tri-State Office Furniture, Maco Office Supplies

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 6/1/2021 | 2:27 PM CDT

☐ **Denied by Email:** Date _____

DocuSigned by:

Robert Eigelmann

Region 4 ESC:

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

DocuSigned by:
Region 4 ESC: *Robert Zingelmann*
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(Contractor)
this date 9/1/2021.

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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 the dealers below to both of HON's OMNIA contracts.

Amercian Design Associates, Allmakes Office Furniture, Office Furniture Warehouse, Office Worx Inc., Edwards & Hill Communications LLC.

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 9/7/2021 | 10:39 AM CDT

☐ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC Robert Engelmann
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The HON Company _____ hereby provides notice of the following update on
(Contractor)
this date 12/1/2021.

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.

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_____ Supporting Documentation

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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 below to both of HON's OMNIA contracts.

Office Solutions NW, OfficeWorks and Perimeter Office Products

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 12/1/2021 | 10:25 AM CST

☐ **Denied by Email:** Date _____

Region 4 ESC: 
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The HON Company _____ hereby provides notice of the following update on
(Contractor)
this date 12/6/2021.

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.

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☐ **Discontinued Products/Services**

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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 dealer below to both of HON's OMNIA contracts.

Office Images Inc.
1515 Holcomb Woods Parkway
Rosewell, GA 30076

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

☐ **Approved by Email:** Date 12/6/2021 | 2:33 PM CST

☐ **Denied by Email:** Date _____

DocuSigned by:
Region 4 ESC Robert Engelmann
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DocuSigned by:
Robert Zingelmann
Region 4 ESC: 0B1D33BB0130490...