



### Request for Contract Update

Pursuant to the terms of contract number R191806 for Jasper Seating Company, Inc. dba JSI & Jasper Desk 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.

Jasper Seating Company, Inc. dba JSI & Jasper Desk hereby provides notice of the following update on  
*(Contractor)*  
this date 2/11/2022.

**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

**Price Update**  
\_\_\_\_ Supporting Documentation

**Products/Services**  
\_\_\_\_ New Addition  
\_\_\_\_ Update Only  
\_\_\_\_ Supporting Documentation

**Discontinued Products/Services**  
\_\_\_\_ Supporting Documentation

**States/Territories**  
\_\_\_\_ Supporting Documentation

**Other** modification to implement temporary surcharge  
x \_\_\_\_\_ Supporting Documentation

**Notes:** Contractor may include other notes regarding the contract update here: (attach another page if necessary). Please see the attached request letter and supporting documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: Amanda Keithley

**Approved by Email:** Date 2/15/2022 | 3:40 PM CST

Title: Contract Administrator

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

Email Address: AKeithley@jaspergroup.us.com

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



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February 11, 2022

Region 4 contract:  
Attn: Robert Zingelmann  
Chief Financial Officer, Finance and Operations Services  
Region 4 Education Service Center  
7145 West Tidwell Road  
Houston, TX 77092

RE: Contract# R191806

Good afternoon,

In compliance with the terms and conditions of our contract, Jasper Seating Company, Inc. (dba JSI) is requesting modification to our contract to impose a 9% temporary surcharge. This is an initiative for our company to offset our increased costs for a short period of time allowing us to thoroughly evaluate inclines in the economy and allow a period of economic stabilization before going to print with a new price list. Our plan is to replace this surcharge with a new, updated price list Mid-year (June/July 2022). The 9% surcharge will remain in effect until this new price list will be accepted on contract.

Unprecedented changes in our industry have created a shortage of materials for manufacturers. Consequently, we are seeing a rise in cost of materials. These sudden, drastic shifts in the economy have also increased fuel for transportation and increased labor costs. While our company is prepared to absorb part of these increased prices, we are asking all of our customers to share a small portion of the expense.

Attached you will find our letter that went out commercially announcing the surcharge to take effect Feb 28, 2022.

Should you have any questions, do not hesitate to reach out to myself or Kathy Vonderheide. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Amanda Keithley".

Amanda Keithley  
Contract Administrator  
p: 817-771-4876  
e: [AKeithley@jaspergroup.us.com](mailto:AKeithley@jaspergroup.us.com)

CC: Kathy Vonderheide



**CORPORATE OFFICE**  
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JASPER, INDIANA 47546



800.457.4511 **TOLL FREE**  
812.482.3204 **OFFICE**  
812.482.1548 **FAX**



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January 26, 2022

As I am sure you are already painfully aware, we are continuing to be hit with unprecedented inflation. Several of our largest commodity categories have spiked 40%, and some as high as 75%. Wage inflation is also a significant factor that is weighing into our pricing. I wanted to take this time to let you know that we are planning another surcharge, then later this summer we plan to replace the surcharge with an updated price list. By that time, we are hopeful that material costs begin to level out, and the new published price list will integrate costs at that time.

Effective for orders placed on and after February 28, 2022, we will be adding an 9% surcharge to the order total, which will be reflected as a line item on your acknowledgment and invoice. This approach will follow the exact same process that we used for the surcharge that we applied last year. We apologize for any inconvenience administering this surcharge may cause you and we want to assure you that we continue to do all we can to offset cost increases.

Thanks in advance for your understanding and we look forward to the time when inflation and supply chain volatility normalizes.

Sincerely,

Ashley Sendelweck  
VP of Marketing



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