



## Request for Contract Update

Pursuant to the terms of contract number R191816 for Region 4 ESC 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.

Teknion LLC (Contractor) hereby provides notice of the following update on this date 10/31/2022.

**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** \_\_\_\_\_  
 Supporting Documentation

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

Please accept the attached modification package as supporting documentation to approve the requested price adjustment as well as and add two new product lines.  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: Valerie Windrim

**Approved by Email: Date** 11/2/2022 | 2:45 PM CDT

Title: Public Sector Contract Manager

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

Email Address: valerie.windrim@teknion.com

DocuSigned by:  
  
**Region 4 ESC:** \_\_\_\_\_  
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October 31, 2022

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

Via Email: [christine.dorantes@omniapartners.com](mailto:christine.dorantes@omniapartners.com)

RE: Price Adjustment and Product Addition for Teknion LLC Region 4 ESC Contract  
 #R191816

Dear Mr. Zingelmann,

In accordance with the above referenced contract, Teknion respectfully requests that following adjustments be made to this contract effective 30 days from today:

1. Substitute the following Teknion Price Lists Catalogs for the List Price Catalogs currently listed in the contract. These catalogs reflect a commercial price increase for most product lines on December 13, 2021 and October 24, 2022. Included in this request package are the commercial announcements that show the exact percentages for each product line as well as links to these new catalogs.

Product Line	List Price Catalog
Altos	October 24, 2022
Architectural Complements	October 24, 2022
Bene Box	October 24, 2022
Boulevard	February 28, 2022
Custom Wood Community Tables, C & D Conference & Reception	October 24, 2022
District	October 24, 2022
District Storage	October 24, 2022
Dossier	October 24, 2022
Emote	October 24, 2022
Expansion Casegoods	October 24, 2022
Expansion Cityline	October 24, 2022
Expansion Desking	October 24, 2022



Filing & Storage	October 24, 2022
Focus	October 24, 2022
Height Adjustable Bench	October 24, 2022
Interpret	October 24, 2022
Journal	October 24, 2022
Leverage	October 24, 2022
Lite Wood Office (Byward)	October 24, 2022
Marketplace	October 24, 2022
Modular Cabinets	October 24, 2022
Optos	October 24, 2022
POD (Tek Booth & Tek Room)	October 24, 2022
Routes	October 24, 2022
Seating	October 24, 2022
Studio TK (Includes Punt)	October 24, 2022
Tables & Collaborative Spaces (Includes Ability & Training)	October 24, 2022
Tek Vue	October 24, 2022
Thesis	October 24, 2022
TOS	October 24, 2022
upStage	October 24, 2022
Zones	October 24, 2022

2. We request to add two new product lines, Kiosk and North 56 Seating at the discounts below:

<b>Product Line</b>	<b>Tier: \$1 - \$350,000</b>	<b>Tier 2: + \$350,000</b>
Kiosk	44.50%	45.50%
North 56 Seating	57.00%	59.33%

Literature and the price list links for these new product lines are included in this package.

Also included in the modification package are the fabric and finish documents that go with the proposed updated price lists.



Thank you for your consideration and if you have any questions, please feel free to contact me directly.

Sincerely,

*Valerie Windrim*

Valerie Windrim  
Public Sector Contracts Manager  
[valerie.windrim@teknion.com](mailto:valerie.windrim@teknion.com)  
416-735-3438

# teknion product information memo

October 21, 2021

## December 2021 Price Increase

The prices of many commodities, including steel, aluminum, energy and freight, continue to rise well beyond pre pandemic levels and it appears that such elevated prices will continue for the foreseeable future. As a result, we will be taking the necessary step of implementing a list price increase of 4.1% across most of our product lines, effective December 13, 2021. Exceptions to this increase are noted in the chart below. We recognize that we have implemented other list price increases this year, but each of our adjustments have been in line with actions taken by all of our competitors.

We remain deeply committed to providing the best overall value in the industry and being dedicated partners with our dealers. We see areas of optimism, despite the continuing raw material increases: Our lead times remain highly competitive, our industry stability and reliability are of tremendous value – especially now, and we believe that the foundation we have built with our dealer network is poised for growth and increasing success.

### Price Increase Summary (with exceptions)

Product	% Increase	Notes/Exceptions
Ability	4.1 %	
Altos	4.1 %	
Architectural Complements	4.1 %	
Boulevard	TBD	Effective February 2022
Custom Wood	4.1 %	
Complements	4.1 %	
Community Tables, C&D, and Reception	4.1 %	
District	4.1%	2.0% Storage
Dossier	4.1%	
Emote	4.1%	
Expansion Casegoods	2.0%	
Expansion Cityline	4.1%	
Expansion Desking	2.0%	
Expansion Training	4.1%	
Filing and Storage	4.1%	
Focus	4.1%	
Height-Adjustable Bench	4.1%	
Interpret	4.1%	
Journal	4.1%	
Leverage	4.1%	
Lite Wood Office	4.1%	

# teknion product information memo

Product	% Increase	Notes/Exceptions
LUUM	TBD	Effective Date TBD
Marketplace	4.1%	
Modular Cabinets	2.0%	
Optos	4.1%	
POD	4.1%	
Punt	4.1%	
Routes	4.1%	
Seating	4.1%	
Studio TK	5.0%	With February 2022 launch
Tables and Collaborative Spaces	4.1%	
Tek Vue	4.1%	
Teknion Bene Box	4.1 %	
Thesis	4.1%	
t o s	4.1%	
UpStage	4.1%	2.0% Storage
Zones	4.1%	

## **Implementation**

Updated Project Matrix, 20/20, CET and Storyboard catalogs reflecting the new pricing will be available on or about December 6, 2021. Prior to the release of the updated catalogs, new quotations should be prepared utilizing the current catalogs with a manual adjustment to prices to reflect the increases.

## **Price protection will be offered as follows:**

1. Contractual customers will be protected in accordance with contract terms.
2. Orders placed before the December 13, 2021 effective date will be protected provided that the requested ship date for such orders is within Teknion's then published lead times.
3. Orders placed on or after the December 13, 2021 effective date will be protected if they meet the following criteria:
  - a. The project to which the order relates is registered in writing with Teknion using the December 13, 2021 Price Protection Registration Form\* which must be completed online at:  
<https://forms.gle/5SwePFvD8Wjt6MZo9>  
**\*Note that this form will be available beginning on November 8, 2021.**
  - b. The registration is received by Teknion on or before November 22, 2021;
  - c. The project is quoted on or before November 12, 2021;
  - d. A copy of the project quote from the dealership must accompany the registration form;
  - e. The actual purchase orders relating to the registration are received by Teknion on or before January 7, 2022; and

teknion.com

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 350 Fellowship Road, Suite 100  
 Mount Laurel, NJ  
 08054 USA

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# teknion product information memo

- f. The actual ship date is on or before February 28 2022.
- g. Price protection requests, if approved, will be reflected in an updated Deal Sheet Notice or SQ Notice.
- 4. Pricing on all existing special products affected by the price increase will be held until March 11, 2022 and subject to the increase on or after March 14, 2022.
- 5. Orders placed under Teknion's Federal Supply Service (GSA) contract, and all other Public Sector contracts will **not** at this time be subject to this price increase. Note that for GSA or Public Sector Open Market SQs, project specific Deal Sheets/SQs will be required for price protection.

## **Other Considerations**

- 1. In order to ensure proper pricing for protected contracts/customers as listed above, we strongly urge our dealers to keep a copy of the last Project Matrix, 20/20, CET and Storyboard pricing catalogs issued prior to the increase.
- 2. Standard SQs cannot be price protected; all price protection requests must be related to project/customer specific SQs.
- 3. **It is important to note that any new products, fabrics or finish options that become available on or after December 13, 2021 will NOT be available on price protected orders.**

Should you have any questions, please contact your Customer Service Representative or Teknion Sales Representative directly.

Thank you for your continued support of the Teknion offering.

Teknion LLC  
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Mount Laurel, NJ 08054 USA

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teknion

September 1, 2022

## Product Memo

### **#1284 PRICE INCREASE – EFFECTIVE OCTOBER 24, 2022**

Teknion will implement a 9% price increase across its Teknion and Studio TK product offering effective October 24, 2022.

Last April, we made the decision to implement a 7% surcharge to protect our manufacturing operations and ensure the continuity of our production by allowing us to source from the available supply chain. Since then, our costs have continued to surge due to global events and inflation. To offset these cost increases, we are removing the surcharge, and replacing it with an equivalent list price increase and an additional 9% list price increase.

We are not alone in making these decisions. Across our industry, key competitors have all taken increases, and many have publicly announced that more are forthcoming. Removing the surcharge and replacing it with the price increase will align our pricing with the market.

#### **Implementation:**

Updated Project Matrix, 20/20, CET and Storyboard catalogs reflecting the new pricing will be available in early October. Prior to the release of the updated catalogs, new quotations should be prepared utilizing the current catalogs with a manual adjustment to prices to reflect the increases.

#### **Price Protection/Clarifications:**

A separate Memo will be issued shortly detailing price protection opportunities and other clarifications.

Faced with all the challenges over the past couple of years, we are grateful for your continued partnership and commitment to providing the best overall value in the industry.