



Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/TCPN 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 Gunlocke Company, LLC _____ hereby provides notice of the following update to
(Vendor Name)

TCPN contract number: _____ #R142206 _____ for Furniture & Installation _____ on this date 4/13/17.
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 TCPN 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**

x _____ New Addition
_____ Update Only
_____ Supporting Documentation

■ **Discontinued Products/Services**

_____ Supporting Documentation

■ **States/Territories**

_____ Supporting Documentation

■ **Other Contact Update**

_____ Supporting Documentation

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

Per the letter dated April 13, 2017, Gunlocke requests to add new product to its contract and to update the point of contact information.

Submitted By: Aleesa Jansch

Title: Government Contract Analyst

Contact Number: R142206

Email Address: GunlockeGovContracts@hnicorp.com

Approved by Email: Date 4/19/17

Denied by Email: Date _____

Region 4 ESC: Robert Zingelmann

TCPN: Christine Dorantes

Gunlocke®

The Gunlocke Company
One Gunlocke Drive
Wayland, NY 14572

April 19, 2017

Robert Zingelmann
Chief Financial Officer
Region 4 Education Service Center
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E info@gunlocke.com
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Re: New Product Additions for The Gunlocke Company, LLC & Hickory Business Furniture, LLC

Dear Mr. Zingelmann:

Below please find information on several new Gunlocke seating and table products that I am requesting to have added to our contract. The additional products are:

- Genesee Swivel Chair http://www.gunlocke.com/images/PDFs/priceLists/Seating_2016/index.html#86
- Genesee Guest Seating http://www.gunlocke.com/images/PDFs/priceLists/Seating_2016/index.html#32
- Saranac Tables Collection http://www.gunlocke.com/images/PDFs/priceLists/Saranac_2016/index.html
- Letchworth Tables Collection http://www.gunlocke.com/images/PDFs/priceLists/Letchworth_2017/index.html
- Tia Stool Collection <http://www.gunlocke.com/images/PDFs/priceLists/TiaStool.pdf>
- Tia Guest Seating <http://www.gunlocke.com/images/PDFs/priceLists/Tia.pdf>
- Metta Guest Seating http://www.gunlocke.com/images/PDFs/priceLists/Seating_2016/index.html#38
- Calm Lounge Seating <http://www.gunlocke.com/images/PDFs/priceLists/calmpricelist.pdf>

These will be offered at Gunlocke's existing TCPN discount of 55.6%.

HBF has added the following seating option to its product line:

- Conexus Seating
http://s7d2.scene7.com/is/content/HBFFurniture/RESOURCES/Price%20Lists/HBF_Seating_Price_List.pdf

This product will be offered at HBF's existing TCPN discount of 40%.

I would also like to note that Tim Reier has taken a promotion with our affiliate, HON, and will no longer be the primary contract administrator for The Gunlocke Company, LLC. Andrew Dean and Jessica Spencer are no longer employees of Gunlocke. For the day to day questions regarding this contract, please contact me. Should you have any questions, please do not hesitate to reach out to me.

Sincerely,



Aleesa Jansch
Government Contract Analyst
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Wayland, NY 14572
(585) 991-9540