



## Request for Contract Update

Pursuant to the terms of contract number 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 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.

**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).

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

Submitted By: Christine McCormick

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

Title: Public Sector Contract Analyst

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

Email Address: contractmanager@honcompany.com

DocuSigned by:  
*Robert Biegelmann*  
**Region 4 ESC:** \_\_\_\_\_  
0B1D33BB0130490...



**Make your space work.**

October 27, 2020

Mr. Robert Zingelmann

Re: Contract Update for HON OMNIA Region 4 Ergonomic Contract R180403

Dear Mr. Zingelmann,

We understand 2020 has been a disruptive year with historic personal and business challenges. Together we will continue to operate in our new environment. Thank you for your continued partnership with The HON Company.

Looking ahead to 2021, The HON Company will be implementing a minimal price adjustment on January 1, 2021 for products offered under our HON & Sadie brands. The average price adjustment is a 1.5% increase driven by specific raw material increases. Please accept this letter as our formal request to update contract pricing on contract R180403 effective January 1, 2021.

Digital pricers will be available by November 20, 2020, please let me know if you would like me to send you a link for downloading once available.

Thank you for your partnership and continued commitment for supporting The HON Company. Please contact me with any questions you may have. I can be reached at [contractmanager@honcompany.com](mailto:contractmanager@honcompany.com).

Sincerely,  
Christine McCormick  
Public Sector Contract Analyst