



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.

OFS Brands Holdings, Inc. hereby provides notice of the following update to
(Vendor Name)

TCPN contract number: R142213 for Furniture & Installation on this date 1/16/2018.
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

☐ **Products/Services**

☐ New Addition
☐ Update Only
☐ Supporting Documentation

☐ **States/Territories**

☐ Supporting Documentation

☒ **Price Update**

☒ Supporting Documentation

☐ **Discontinued Products/Services**

☐ Supporting Documentation

☐ **Other EDGAR documentation**

☐ Supporting Documentation

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

Request to add dealers: Palace Business Solutions in CA, Interiors by Guernsey in VA, and AOI Furniture of Lincoln

NE. Added Interior Environments of Denver CO. Remove dealer: Contract Resources Group of Houston TX.

Change contract discount and tiers.

Submitted By: Anna McClelland

☒ **Approved by Email:** Date 1/25/18

Title: National Accounts Director-Public Agency & Higher Ed

☐ **Denied by Email:** Date _____

Contact Number: 704-771-9003

Region 4 ESC: Robert Zingelmann

Email Address AMcClelland@OFSBrands.com

TCPN: Christine Dorantes

OFS BRANDS

1204 East Sixth Street
Huntingburg, IN 47542
T 800-521-5381
ofsbrands.com

January 16, 2018

Robert Zingelmann
Chief Financial Officer
Region 4 Education Service Center
7145 West Tidwell Road
Houston TX 77092

Regarding: OFS Brands Price Adjustment – Contract #R142213

Dear Mr. Zingelmann:

OFS Brands is requesting a price adjustment to our Region 4 Office Furniture Contract due to a change in our GSA Schedule discounts and tiers. We are not requesting an increase to our current list prices at this time.

The change to our Region 4 ESC contract affects the discounts and the pricing tiers. The discounts adjust to within █ percentage points of our GSA schedule discounts and we are lowering the negotiable tier to █ versus the existing █. The pricing tiers flatten from seven different tiers and discounts to five. After a review of our clients' habits and the structure of other furniture contracts, we believe that the new structure will better align with agency expectations and will offer a negotiable option at a more achievable level. Additionally, we believe that this structure will be well received by our dealer network, therefore encouraging their use and promotion of the contract.

I have enclosed a copy of the proposed OFS Brands Region 4 ESC contract outline. We plan to implement this change immediately upon approval.

We would greatly appreciate your approval of this request. Please contact me with any questions. I am best reached at amcclelland@ofsbrands.com and 704-771-9003.

Sincerely,

Anna McClelland
National Accounts Director, Public Agency & Higher Education

Enclosures

DISCOUNTS & RATES

| BRANDS/PRODUCT LINES | LIST PRICE TIERS | CLIENT DISCOUNT DROP SHIP %* | CLIENT NON UNION DELIVERED & INSTALLED % ** | CLIENT UNION/PREVAILING WAGE DELIVERED & INSTALLED% ** |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------|---------------------------------------------------|-----------------------------------------------------------------|
| | | OFS or Dealer Invoiced | Dealer Invoiced Only | Dealer Invoiced Only |
| OFS, Eleven Collaborative, FirstOffice, Carolina & Highmark (these brands, excluding products listed below, may be combined to reach next tier) | ■■■■■■■■■■ ■■■■■■■■■■ | ■ ■ | ■ ■ | ■ ■ |
| Loewenstein | ■■■■■■■■■■ | ■ | ■ | ■ |
| Staks, Re: & Eleven Workspace | ■■■■■■■■■■ ■■■■■■■■■■ | ■ ■ | ■ ■ | ■ ■ |

| LABOR CATEGORY | NON-UNION | UNION/PREVAILING WAGE (Not to exceed) |
|-------------------------|------------|------------------------------------------|
| Design | ■■■■■■■■■■ | ■■■■■■■■■■ |
| Installation | ■■■■■■■■■■ | ■■■■■■■■■■ |
| Reconfiguration | ■■■■■■■■■■ | ■■■■■■■■■■ |
| Project Management | ■■■■■■■■■■ | ■■■■■■■■■■ |
| Asset Management | ■■■■■■■■■■ | ■■■■■■■■■■ |
| Re-upholstery | ■■■■■■■■■■ | ■■■■■■■■■■ |
| Storage per Square Foot | ■■■■■■■■■■ | ■■■■■■■■■■ |

NOTES:

OFS Invoiced = Orders addressed to and invoiced by OFS Brands Inc.

Dealer Invoiced = Orders addressed to and invoiced by dealer

Discounts from current commercial price lists Small

order fee does not apply

*Drop ship rates include freight via tractor trailer to a dock. Unloading of product not included in price. Dealers may receive and unload product at dealer or client dock but labor to do so not included in "drop ship" price. Services are available at or below the listed contract hourly rates.

**Delivery and installation rate includes delivery, installation and punch list completion during normal business hours and conditions. This service requires access to dock and elevator and free and clear access to space. Electricity, heat and air conditioning are to be provided by client at no charge. Additional services such as design, asset or project management, storage, etc. may incur hourly rates per contract rate schedule. Any work requiring installation of data/telecommunications or a licensed electrician is the responsibility of the client.

**A service fee may apply to projects below ■■■■■■ list or beyond ■■■ miles from authorized dealer.

WHEN PURCHASE ORDER IS ADDRESSED TO DEALER:

- A. Provide dealer with agency purchase order which states Per Region 4 ESC Contract #R142213
 - B. Payment terms: Net 30 days; FOB Destination
 - C. May be used for Drop Ship or Delivered/Installed option
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WHEN ORDER IS ADDRESSED TO OFS BRANDS:

- A. Client purchase orders must state *Per Region 4 ESC Contract #R142213*.
- B. List dealer services such as design and installation as separate line items from product and include/attach detailed specification
- C. Terms: Net 30 days; FOB Destination
- D. **Inclusive delivered & installed % option not available if addressing orders directly to OFS Brands**
- E. **ORDER ADDRESS—ALL BRANDS (SEND ALL ORDERS TO THIS ADDRESS)**
 - OFS Brands Holdings
Inc. 1204 E 6th Street
Huntingburg, IN 47542
order_entry@ofsbrands.
com

PAYMENT ADDRESS

OFS Brands Holdings
Inc. c/o Wells Fargo
Bank
PO Box 204688
Dallas, TX 75320-4688

AWARDEE: OFS Brands Holding Inc.

FURNITURE & INSTALLATION CONTRACT: Competitively Bid and Awarded by Region 4 Education Service Center. Contract #R142213 made available through National IPA.

CONTRACT TERM: May 1, 2015 through April 30, 2019 (plus 1 optional annual renewal) Contract due diligence documents are available online at nationalipa.org, search for OFS Brands or at http://ofsbrands.com/content/national_ipa

PRODUCTS: All products from OFS, FirstOffice, Carolina, Loewenstein and Highmark; Quickship included

PRICE LIST: Current

TERMS: Net 30 days: FOB Destination

ELIGIBLE AGENCIES INCLUDE:

- States
- Counties
- Cities / Municipalities
- Special Districts
- Authorities
- K-12 Schools (Public, Private and Charter)
- State Colleges and Universities
- Private Colleges and Universities

NON PROFITS INCLUDE:

- Charitable Organizations
- Religious Organizations
- Foundations
- Museums
- Credit Unions
- Associations
- Electric Cooperatives

CONTACTS:

Anna McClelland
Director National Accounts
Public Agency & Higher Ed
704-771-9003
amcclelland@ofsbrands.com

Martha Schwindt
Government Contracts Manager
866-637-9328 x7257
mschwindt@ofsbrands.com

