



Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/OMNIA Partners, Public Sector 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.

Kimball International Brands, Inc. _____

hereby provides notice of the following update to

Contract number: R240108 (Vendor Name) for Furniture, Installation, and Related Services

(Contract Title)

on this date 4/23/26

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.

Authorized Distributors/Dealers

- ____ Addition
- ____ Deletion
- ____ Supporting Documentation

Products/Services

- ____ New Addition
- ____ Update Only
- ____ Supporting Documentation

Discontinued Products/Services

- ____ Supporting Documentation

States/Territories

- ____ Supporting Documentation

Price Update

- ____ Supporting Documentation

Material Change

- ____ Assignment
- ____ Change in Ownership (Sale/Purchase)
- ____ Bankruptcy
- ____ Acquisition
- ____ Merger
- ____ Supporting Documentation

Other Surcharge Request

- X Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). For material changes, indicate the name of the company of the awarded supplier and the official name of assigned or added company.

Due to increased pressure from energy-related input costs impacting petroleum-based materials and transportation, Kimball International will implement a 4% surcharge effective April 27, 2026 to our commercial customers. This surcharge applies to all products within the Kimball, National, Etc., Interwoven, and David Edward brands.

This is not a base price increase. We have worked to absorb these impacts where possible; however, current conditions require this adjustment. We will continue to monitor market conditions and will adjust this surcharge as appropriate. We recognize the impact this may have and appreciate your continued partnership and understanding.

We are requesting this surcharge be approved for our OMNIA Region 4 R240108 agreement with the earliest effective date allowed.

Signature of Vendor: Kelli Jenkins Digitally signed by Kelli Jenkins
Date: 2026.04.23 08:47:34 -04'00'

Submitted By: Kelli Jenkins

Title: Vertical Markets Contracts Manager

Approved Date: 5/1/2026

Denied Date: _____

Region 4 ESC 1st Review:
Initials

Approved surcharge price increases may remain in effect for up to three (3) months from the contract update's execution date. Any further adjustments must be resubmitted to Region 4 ESC with updated justification and are subject to approval.

Contact Phone Number: 812-639-4196

Signed by:
Region 4 ESC: Enrique Kladis
184FDFD39CD840F... Signature

Email Address: kelli.jenkins@kimballinternational.com

For material changes, the awarded contract holder and/or subsequent assignee agrees to and understands the following principles:

i. **Contract holder reference.** If the contract holder undergoes a merger, acquisition, or partial assignment, in which case they still maintain the contract, then all transactions made under the existing contract number (including purchase orders) must reference the name of the awarded contract holder. The exception to this requirement is if the contract holder no longer holds the contract or if the company has been acquired by another company and undergone a name change. Notice of the authorized name change, to the existing contract, must be provided and approved by Region 4.

In instances where the contract holder has acquired a separate and distinct company, and it is necessary to designate those certain purchases facilitated by the non-contract holder, then this designation may be made if, and only if, the contract holder is also referenced on the transaction.

ii. **Maintenance of records.** Both the awarded contract holder and subsequent assignee agree to remain responsible for maintaining all auditable records, including documents kept in the ordinary course of business and sales invoices, related to OMNIA Partners, Public Sector and/or contract number pursuant to the statutory requirements identified in the vendor contract.

iii. **Payments.** Both the awarded contract holder and subsequent assignee agree that all payments made by participating entities must be made directly to the contract holder, unless otherwise approved by Region 4. Accordingly, both parties acknowledge that in instances where it is necessary to designate the purchases facilitated by assignee, that the contract holder must also be referenced on the purchase order.

iv. **Handling of Proprietary and/or Confidential Information.** In accord with the terms of the contract, both awarded vendor and assignee agree that at all times it will hold in strict confidence and not disclose to any third party Confidential and/or Proprietary information of Region 4, except as approved in writing by Region 4, and will use the Confidential Information for no purpose other than providing services under the contract. Both awarded vendor and assignee shall only permit access to Confidential Information to those of its employees or authorized representatives having a need to know and who have signed confidentiality agreements or are otherwise bound by confidentiality obligations at least as restrictive as those contained herein.

This document is to be construed in strict accordance with the terms and conditions outlined in the Region 4/vendor Master Agreement referenced herein. Both awarded vendor and assignee agree to uphold the vendor obligations set forth in the vendor agreement. This Agreement will become effective when signed by all parties.