



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.

VS America, Inc. _____ hereby provides notice of the following update to
(Vendor Name)

Contract number: R240118 for Furniture, Installation, and Related Services on this date 10/15/2025.
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.

☐ **Authorized Distributors/Dealers**

_____ Addition

_____ Deletion

_____ Supporting Documentation

☐ **Price Update**

_____ Supporting Documentation

☒ **Products/Services**

X _____ New Addition

_____ Update Only

X _____ Supporting Documentation

☐ **Material Change**

_____ Assignment

_____ Change in ownership (sale/purchase)

_____ Bankruptcy

_____ Acquisition

_____ Merger

_____ Supporting Documentation

☐ **Discontinued Products/Services**

_____ Supporting Documentation

☐ **States/Territories**

_____ Supporting Documentation

☒ **Other** _____

_____ 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.

We respectfully request approval to continue our 4% Tariff Recovery Surcharge through December 31, 2025.

Additionally, we would like to add the following model numbers to our price list: 22204, 22214, 22224, 22200, 22210, and 22220. Please see the attached supporting documentation.

Signature of Vendor: Yuri Ahn

Submitted By: Yuri Ahn

Title: Revenue Controller

☐ **Approved Date** 10/30/2025

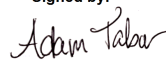
☐ **Denied Date** _____

Region 4 ESC 1st Review

DS
CW
Initials

Contact Phone Number: 704-790-2017

Region 4 ESC:

Signed by:

Signature

Email Address: y.ahn@vsamerica.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.

MEMORANDUM

To: Contract Partner

From: VS America, Inc.

Date: October 27, 2025

Subject: Updated Tariff Surcharge Justification – VS America

Dear Valued Partner,

When Omnia originally approved our tariff surcharge, the applicable tariff rate on our imported products was 10%. Since that time, tariff rates have increased substantially. The current effective rate is approximately 18%, consisting of a 15% general tariff on all products plus an additional 3% impact from Section 232 steel derivative tariffs, which impose a 50% duty on the steel components incorporated in our imported goods.

To date, the tariff surcharge has only recovered an estimated \$160,000 of the approximately \$735,000 in direct tariff costs attributable to sales on the Omnia contract. In addition to these direct costs, VS America has incurred significant system and process upgrade expenses to ensure ongoing compliance with U.S. customs and trade regulations. None of these costs have been recovered through the surcharge.

Because tariffs have now become a permanent structural cost to our business and continuing to absorb most of these costs is unsustainable, we are transitioning away from a temporary surcharge model. Effective January 1, 2026, the tariff surcharge will be discontinued, and the value previously represented by the surcharge will be integrated into our base pricing as a permanent adjustment. The exact percentage increase is still being finalized.

In the interim, we respectfully request that Omnia continue to permit the current 4% tariff surcharge to remain in effect until the new pricing structure takes effect. Please let us know if you need any supporting documentation or background data to accompany this update.

Sincerely,

VS America, Inc.



www.vsamerica.com

1940 Abbott Street
Charlotte, NC 28203
704-378-6500

Certificate Of Completion

Envelope Id: 3B0BD3C9-507B-42CC-B052-CE7C75FE6E61

Status: Completed

Subject: Complete with Docusign: 091924_Request Update Form.pdf, Tariff Surcharge Extension Justificatio...

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 1

Tomek Kruszec

AutoNav: Enabled

5001 Aspen Grove Drive

Envelopeld Stamping: Enabled

Suite 600

Franklin, TN 37067

Time Zone: (UTC-06:00) Central Time (US & Canada)

tomek.kruszec@omniapartners.com

IP Address: 204.111.118.220

Record Tracking

Status: Original

Holder: Tomek Kruszec

Location: DocuSign

10/28/2025 9:56:47 AM

tomek.kruszec@omniapartners.com

Signer Events

Crystal Wallace
CWallace@esc4.net
CW

Security Level: Email, Account Authentication
(None)

Signature



Signature Adoption: Pre-selected Style
Using IP Address: 168.171.50.177

Timestamp

Sent: 10/28/2025 10:00:43 AM
Viewed: 10/28/2025 10:04:03 AM
Signed: 10/28/2025 10:04:28 AM

Electronic Record and Signature Disclosure:

Accepted: 5/15/2024 3:09:16 PM
ID: 0ff1993d-712f-4758-a2c6-24d022b66bb0

Adam Tabor
adam.tabor@esc4.net
Dept. Director, Procurement
Region 4 Education Service Center
Security Level: Email, Account Authentication
(None)



Signature Adoption: Uploaded Signature Image
Using IP Address: 168.171.4.199

Sent: 10/28/2025 10:04:29 AM
Viewed: 10/30/2025 10:53:11 AM
Signed: 10/30/2025 10:53:42 AM

Electronic Record and Signature Disclosure:

Accepted: 5/15/2024 3:53:01 PM
ID: 40f89c49-8a37-4076-ac43-6891c8735073

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Amy Smith
Amy.Smith@omniapartners.com
VP Lead Agency Partnerships
Security Level: Email, Account Authentication
(None)



Sent: 10/30/2025 10:53:44 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
Louanne Shaffer Louanne.Shaffer@OMNIAPartners.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/30/2025 10:53:45 AM
Monica Viapiano Monical.Viapiano@Omniapartners.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/30/2025 10:53:46 AM
Yuri Ahn Y.Ahn@VSamerica.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/30/2025 10:53:46 AM
Kira Sparks Kira.Sparks@omniapartners.com Contract Coordinator Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/30/2025 10:53:47 AM Viewed: 10/30/2025 11:00:57 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/28/2025 10:00:43 AM
Certified Delivered	Security Checked	10/30/2025 10:53:11 AM
Signing Complete	Security Checked	10/30/2025 10:53:42 AM
Completed	Security Checked	10/30/2025 10:53:47 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, OMNIA Partners, LLC (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact OMNIA Partners, LLC:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dave.morgan@omniapartners.com

To advise OMNIA Partners, LLC of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dave.morgan@omniapartners.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from OMNIA Partners, LLC

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dave.morgan@omniapartners.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. N/A

To withdraw your consent with OMNIA Partners, LLC

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to dave.morgan@omniapartners.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify OMNIA Partners, LLC as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by OMNIA Partners, LLC during the course of your relationship with OMNIA Partners, LLC.