



Cornelio Gonzalez, Ph.D.  
Executive Director

# Region One Education Service Center

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TO: Region One Purchasing Cooperative (ROPC) Members

FROM: America Retana, Purchasing Cooperative Specialist

SUBJECT: **Copy Paper, Envelopes, Tabs, Labels, Binding, Printing-Equipment and Supplies RFP 19-Agency-000062 – Addendum #2**

DATE: January 21, 2021

Please note the change below to the Copy Paper, Envelopes, Tabs, Labels, Binding, Printing-Equipment and Supplies RFP 19-Agency-000062. This change does not affect the tabulation/order guide. The back up documentation, new W-9, and other documents are enclosed.

School Specialty, Inc reached out to Region One ESC – Region One Purchasing cooperative to inform us of the following Legal Entity Change. Please update your records accordingly.

PREVIOUS Legal Entity name & FEIN #	School Specialty, Inc. FEIN# 39-0971239
NEW Legal Entity Name & FEIN #	<b>School Specialty, LLC / FEIN# 85-2162684</b>

For additional information or questions, please contact the Region One Purchasing Cooperative at [eBuyOne@esc1.net](mailto:eBuyOne@esc1.net):

Lori Atwood Ramos, Purchasing Coordinator, Phone: 956.984.6123  
 Kristina Carrizales, Purchasing Cooperative Specialist, Phone: 956.984.6012  
 America Retana, Purchasing Cooperative Specialist, Phone: 956.984.6217  
 Salina Villanueva, Purchasing Technician, Phone: 956.984.6204



**Dear School Specialty Customer**

*Re: Legal Entity Change*

We are writing to inform you that the business, assets and operations of School Specialty Inc, have been acquired by an entity formed by TCW Asset Management Company, LLC, Cerberus Capital Management, and Lantern Capital Partners. The transaction was completed on September 15, 2020.

While the transaction is not expected to have any impact on day-to-day operations, due to the structure of the transaction, our company will operate as a new legal entity. ***As such, we will be transitioning from School Specialty, Inc. (FEIN# 39-0971239) to School Specialty, LLC. (FEIN# 85-2162684). In addition, our operations which had been transacting under Delta Education, LLC (FEIN# 52-2328764) have transitioned to School Specialty, LLC (FEIN#85-2162684).*** All School Specialty proprietary brands are included in the ownership change.

To facilitate a smooth transition with our customers, we will have the ability to receive and process purchase orders, and invoice and process payments under the old FEIN during a transitional period.

All aspects of the **School Specialty** bid department will remain the same. You will continue to have a dedicated bid department processing all solicitations. This said, we would like to work with you to update your systems and records as soon as possible and transfer all awarded contracts under the new **School Specialty** FEIN#.

Enclosed are the following documents to start this transition:

- Updated W9
- Updated Banking Information
- School Specialty Sale Press Release

Please update your records to reflect the change in FEIN. If you require additional documentation and have questions, please email your request to: [bidnotices@schoolspecialty.com](mailto:bidnotices@schoolspecialty.com) and we will respond to your request as soon as possible.

Thank you in advance for your prompt attention to our request.

Sincerely,

**School Specialty LLC**

Amy Fuss  
Director Quotes & Contracts

# Same partner. New financial address.

As of September 2020, School Specialty, Inc. is now operating as a new legal entity: School Specialty, LLC. As part of this evolution, we've also changed our contact information for financial transactions.



## NEW TAX ID

School Specialty, LLC (FEIN# 85-2162684)  
This new Tax ID replaces our old one, FEIN# 39-0971239. All of our proprietary brands, including Delta Education, LLC (FEIN# 52-2328764) have now transitioned to the School Specialty, LLC tax ID, FEIN# 85-2162684.



## NEW LOCKBOX FOR REMITTANCE OF PAYMENTS

School Specialty, LLC  
PO Box 825640  
Philadelphia, PA 19182-5640



## NEW ACH/WIRES BANK INFORMATION

Account Number: 8026473435  
ABA (Routing) Number for ACH/Wires: 031207607  
Account Type: Checking Account  
Depositor Account Title:  
School Specialty, LLC  
International SWIFT code: PNCCUS33



## NEW BANK

PNC Bank is our new banking partner. Please update your accounts payable information, or contact your bank to update our address for payments.



## NEW W-9 FORM

To download our new W-9, visit [newsschoolspecialty.com/SSIW-9FORM2020](http://newsschoolspecialty.com/SSIW-9FORM2020)

ALL OUR BRANDS SHOWN BELOW NOW OPERATE AS PART OF SCHOOL SPECIALTY, LLC (FEIN# 85-2162684).



Questions? Contact our billing department at 800 305 0174, option 5, or email us at [billing@schoolspecialty.com](mailto:billing@schoolspecialty.com). Thanks as always for choosing us as your partner in the educational mission we share.

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## School Specialty, Inc. Finalizes Recapitalization and Sale of Business

- *Acquired by SSI Acquisition, LLC, an entity formed for the purpose of acquiring the business of School Specialty Inc.; entity to be renamed School Specialty, LLC post-close*
- *Transaction led by The TCW Group, Inc.; Cerberus Capital Management; and Lantern Capital Partners*
- *Balance sheet restructuring results in substantial debt reduction and strong liquidity position supported by a new \$115 million credit facility provided by PNC Bank*
- *Ryan M. Bohr named President & CEO having most recently served as the Company's EVP & COO*

**GREENVILLE, WI., September 15, 2020** – School Specialty, Inc., a leading provider of educational products and services to the Pre-K- 12<sup>th</sup> grade market in the U.S. and Canada., today announced that substantially all its assets have been acquired by SSI Acquisition, LLC, an entity formed by TCW Asset Management Company, LLC, Cerberus Capital Management, and Lantern Capital Partners. Post-closing, the company will operate as School Specialty, LLC. In conjunction with the transaction, Ryan M. Bohr was named President and Chief Executive Officer having served as the Company's Chief Operating Officer since 2017 and Chief Financial Officer from 2014 to 2017.

Ryan M. Bohr stated, "While it has certainly been a challenging road to get to this point, this transaction is the best outcome we could have expected, particularly in the face of the challenging market conditions brought on by the COVID-19 pandemic." Mr. Bohr further stated, "The transaction not only keeps our business fully intact but restructures our balance sheet in a manner that materially reduces our debt and greatly increases the capital resources available to our Company. The investment groups sponsoring this transaction have been involved in our business since 2017 and have a strong appreciation for not only the uniqueness of School Specialty's value proposition, but also our strong market position and growth potential. Our entire organization appreciates the support they have provided, and we look forward to working with them as we pursue our strategic growth initiatives." The TCW Group's Mark Gertzof commented, "TCW and our investment partners look forward to working with the School Specialty team and seeing the business operate from a position of strength as a well-capitalized company." Mr. Gertzof continued, "We strongly support the management team's vision for the future of School Specialty and are excited to be their partner as they make that vision a reality."

Mr. Bohr concluded, “With the transaction behind us, we can intensify our focus on finishing 2020 strong and supporting our customers as the new school year begins. After weathering a sharp pull-back in March and April as school systems rapidly switched to remote learning, we have seen our order volumes steadily improve as schools finalized their back-to-school plans and gained a better understanding of the unique requirements they would have to support those plans. Fortunately, our strong customer relationships, subject matter expertise and deep product assortment and capabilities have enabled us to support administrators and educators across the country during these unique times. As we enter the final months of 2020, while the mix of product and curriculum sales may be different, sales have generally returned to normal levels for this time of year.”

### **About School Specialty**

School Specialty is a leading provider of educational products and services to the Pre-K- 12<sup>th</sup> grade market in the U.S. and Canada. The company designs, manufactures and distributes a broad assortment of furniture & equipment, educational technology, general and specialty classroom supplies, facility supplies, safety and security products, and core and supplemental curriculum for science, math and English language arts. These include trusted national brands, as well as well-recognized proprietary brands, like Sax art products, Childcraft furniture and FOSS Science Curriculum. School Specialty also provides expert guidance, design services and professional development within the categories it supports. At its core, School Specialty is a purpose-driven organization. Everything offered, from crayons to curriculum to complete learning environments, is designed to support educators, raise student outcomes and ultimately, transform more than classrooms.

School Specialty serves the U.S. and Canada through a comprehensive network of distribution centers powered by a multi-channel approach. For more information, visit <https://corporate.schoolspecialty.com/> or connect with us on Facebook, Twitter, Instagram, and Pinterest. Find ideas, resources and inspiration by visiting our blog: <https://blog.schoolspecialty.com/>.

### **About The TCW Group, Inc**

TCW is a leading global asset management firm with a broad range of products across fixed income, equities, emerging markets and alternative investments. With more than four decades of investment experience, TCW today manages approximately \$225 billion in client assets. Through the MetWest Funds and TCW Funds families, TCW manages one of the largest mutual fund complexes in the U.S. TCW’s clients include many of the world’s largest corporate and public pension plans, financial institutions, endowments and foundations, as well as financial advisors and high net worth individuals. For more information, please visit [www.tew.com](http://www.tew.com).

### **About Cerberus**

Founded in 1992, Cerberus is a global leader in alternative investing with over \$45 billion in assets across complementary credit, private equity, and real estate strategies. We invest across the capital structure where our integrated investment platforms and proprietary operating capabilities create an edge to improve performance and drive long-term value. Our tenured teams

have experience working collaboratively across asset classes, sectors, and geographies to seek strong risk-adjusted returns for our investors. For more information about our people and platforms, visit us at [www.cerberus.com](http://www.cerberus.com).

### **About Lantern Capital Partners**

Lantern is a special situations merchant bank that provides a combination of tailored capital solutions and restructuring expertise to companies and their stakeholders in times of distress across all market conditions. Our reputation and brand are based on a passion and commitment to leaving companies better than we found them as a constructive partner of choice for more than 20 years. For more information, please visit [www.lanternam.com](http://www.lanternam.com).

### ***Additional Information***

School Specialty, Inc. was advised on the transaction by Mayer Brown LLP and Godfrey & Kahn, S.C. The wind-down and dissolution of School Specialty, Inc., to address any assets not acquired or liabilities not assumed as part of the transaction described above, will be managed by Ocean Ridge Capital Advisors. Any inquiries relating thereto should be directed to [Mr. Brad Scher](mailto:Mr. Brad Scher) at (914) 235-1075.

Contact:  
Stacey Rubin, SVP Marketing  
[Stacey.Rubin@schoolspecialty.com](mailto:Stacey.Rubin@schoolspecialty.com)

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank  
**SCHOOL SPECIALTY, LLC**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions  
**W6316 DESIGN DR**

6 City, state, and ZIP code  
**GREENVILLE, WI 54942**

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-						
or									
Employer identification number									
8	5	-	2	1	6	2	6	8	4

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ 

Date ▶ 9/15/2020

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.