# Local Area Vendor's List

## Ergonomic Office & Laboratory Products Suppliers

### A.D. Wynne Co., Inc
- **Authorized Dealer for Steelcase & Details**
- Tony Prestigiacomo, Tulane Account Rep, Ext #106
- tprestigiacomo@adwynne.com
- Tom Pareti, Tulane Sales Manager, Ext #118
- tpareti@adwynne.com
- Ph (504) 522-9558 / Fax (504) 522-7070
- 710 Baronne St., New Orleans, LA 70113

### Associated Office Systems (AOS)
- **Authorized Dealer for Kimball, Knoll & KI**
- Angelle Verges, Tulane Sales Rep.
  - averges@thinkaos.com
  - (504) 561-8400
- 400 Poydras Street, Suite 1700, New Orleans, LA 70130

### BioMedical Solutions, Inc. (BSI)
- **Authorized Dealer for Nuaire**
- http://www.bsilab.com
- Annette Broussard, Tulane Sales Rep.
  - annetteb@bsilab.com
- 3727 Greenbriar Drive, Suite 304
  - Stafford, TX 77477

### Dameron & Pierson
- **Authorized Dealer for Humanscale, KI & Global**
- Michael Lavie, Tulane Sales Rep
  - mlavie@dameronpierson.com
- 300 Jefferson Hwy, Suite 401
  - New Orleans, LA 70121
  - (504) 508-5566 / Fax (504) 412-0081

### D.K.I.
- **Authorized Dealer for Humanscale, KI & Global**
- John Jacobs, Tulane Sales Rep
  - john.jacobs@dkiofficesolutions.com
- 5530 Jefferson Hwy, Harahan, LA 70123
  - Ph (504) 734-8424 / Fax (504) 734-0480

### Ergonomic Accessories
- **Authorized Dealer for Contour & Bodybilt Chair**
- Ray Hogan, Tulane Sales Rep
  - ergacc@cox.net
- (504) 885-3162 Direct/(504) 885-3137 Fax
- (504) 957-6154 Cell
- 5312 Shamrops Drive, Kenner, LA 70065

### IVES Companies
- **Authorized Dealer for Marvel**
- Clay Ives, Tulane Sales Rep.
  - (504) 595-6524
- 1009 Camp St., New Orleans, LA 70130
  - Ph (504) 561-8811 / Fax (504) 581-4837
- Global Southwest Showroom at
  - 901 S. Labarre Road, Suite 201, Metairie, LA 70001

### Fisher Scientific
- http://www.fishersci.com
- Gil Brussard, TUHSC In-House Sales Rep
  - gil.brussard@thermofisher.com
  - (504) 988-3961 Direct / (504) 988-3967 Fax
- Glenn Sharp, Tulane Sales
  - Glenn.sharp@thermofisher.com
  - (985) 288-9364 Cell

### Louisiana Office Products, Inc
- http://www.laop.com
- Kim S. Western, Sales Rep
  - kim@laop.com
  - (504) 733-9650 / Fax (504) 734-2387
  - 210 Edwards Avenue, Harahan, LA 70123
- Global Southwest Showroom at
  - 901 S. Labarre Road, Suite 201, Metairie, LA 70001

### Office Depot
- http://www.officedepot.com
- Angie Johnson, VMM Education
  - Angie.johnson@officedepot.com
  - New Orleans/Westbank
  - (504) 388-5780 Direct
  - (800) 342-1062 Fax

### Staples
- http://www.staplesadvantage.com
- Louise Sprunk, Furniture & Supplies
  - Louise.Sprunk@Staples.com
  - Fax (225) 274-3669/ Tel (225) 274-3706
- Staples Customer Service 1-877-826-7755
- www.order.staplesadvantage.com
- 4324 S. Sherwood Forest Blvd. Ste 170, Baton Rouge, LA 70816
- Kim Haar, Furniture (504) 731-0876
  - kim.haar@Staples.com
  - 5600 Jefferson Hwy, Bldg W-3 Suite 306
  - Harahan LA 70123

### VWR International
- http://www.vwr.com
- David Gautreaux, Tulane Sales Rep.
  - david_gautreaux@vwr.com
  - (504) 214-4133 (504) 301-0951/Office

### NOTE: This is a partial listing of vendors, for more information contact Tulane University’s Materials Management at (504) 865-5211 for the Uptown Campus and for Downtown Campus at (504) 988-5104, Website: http://matmgmt.tulane.edu

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Never rush to buy office furniture or equipment. Take time to ask yourself who, what, where, when, how, and why before purchasing. For example, who will be using the equipment? Is that person right-handed or left-handed? Will there be multiple users as in multi-user computer stations? How frequently will the item be used? Frequent use may require equipment with greater durability. Where will furniture or equipment be placed? Is the equipment/furniture designed to facilitate the employee’s type of work? Will there be adequate lighting for the new equipment?

- Ask the vendor to provide an on-site demonstration of the product before purchase. Make sure persons who will be using the equipment/furniture are present during the demo. Encourage them to ask questions.

- Think about ergonomics when purchasing furniture and equipment. Visit the OEHS website Ergonomics Section at http://tulane.edu/oehs

- Avoid purchasing large items that require assembly. If you must purchase an unassembled item, arrange for the vendor or Facilities Services to assemble. More injuries occur when untrained personnel without proper equipment try to remove large, awkward, and/or heavy parts (of desk units, chairs, cabinets) from the shipping package or container.

- To set up new computers or computer related equipment, contact Technology Services (TIS) at 862-8888. Do not unpack or install the equipment yourself. For the protection of their employees, TIS requires that computer products be delivered and placed near the area where they will be installed.

- Contact Property Management & Facilities Services when disposing of old equipment or furniture that is no longer functioning and cannot be serviced. DO NOT LEAVE EQUIPMENT OR FURNITURE IN THE HALLWAYS, see http://www.matmgmt.tulane.edu/pm/policies_and_procedures.htm

- Follow Green Purchasing Rules outlined by Materials Management: Always ask if it is recyclable and energy efficient, see http://matmgmt.tulane.edu/green.html

For additional information, visit the following websites:

- **Property Management** - is a good source for recycled office furniture and equipment: [http://matmgmt.tulane.edu/pm/employee_directory.htm](http://matmgmt.tulane.edu/pm/employee_directory.htm) For a list of surplus office equipment, furniture, etc.: [http://matmgmt.tulane.edu/pm](http://matmgmt.tulane.edu/pm)

- **Technology Services** - For additional information and policies on computer usage at Tulane, visit the TIS website at: [http://ts.tulane.edu/index.cfm](http://ts.tulane.edu/index.cfm)

- **Telecommunications** - Order headsets from Telecommunications. Several styles are available to ensure comfort and fit. Familiarize yourself with guidelines for headset hygiene and maintenance. Never share headsets. For further information, visit the Telecommunications website at: [http://tulane.edu/tsweb/services/telecommunications/index.cfm](http://tulane.edu/tsweb/services/telecommunications/index.cfm)

**Facts:** More injuries occur when untrained personnel without proper equipment try to remove large, awkward, and/or heavy parts (of desk units, chairs, cabinets) from the shipping package or container.