

Local Area Vendor's List

Ergonomic Office & Laboratory Products Suppliers



A.D. Wynne Co., Inc

adwynne.com

Steelcase & Details Authorized Dealer

John Kemp, Tulane Account Rep

JKemp@adwynne.com

Tom Pareti, Tulane Sales Manager

tpareti@adwynne.com

Ph (504) 522-9558 / Fax (504) 522-7070

▲ 710 Baronne St., New Orleans, LA 70113



Associated Office Systems (AOS)

thinkaos.com

Kimball, Knoll & K.I. Authorized Dealer

Angelle Verges, Tulane Sales Rep.

a.verges@thinkaos.com

(504) 561-8400

▲ 400 Poydras Street, Suite 1700,
New Orleans, LA 70130



BioMedical Solutions, Inc. (BSI)

Local Representative for Nuair

biomedicalsolutions.org

Annette Broussard, Tulane Sales Rep.

(218) 240-5893 / Fax (281) 242-6294

E-mail annetteb@biomedicalsolutions.org

3727 Greenbriar Drive, Suite 304

Stafford, TX 77477



Dameron & Pierson

dameronpierson.com

Humanscale Authorized Dealer

Michael Lavie, Tulane Sales Rep

mlavie@dameronpierson.com

300 Jefferson Hwy, Suite 401

New Orleans, LA 70121

(504) 508-5566 / Fax (985) 831-0202



D.K.I.

dkiofficesolutions.com

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

Contour and Bodybilt Chair Authorized Dealer

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

Everything for the Office

ivescompanies.com

Marvel Authorized Dealer

Clay Ives, Tulane Sales Rep.

1009 Camp St., New Orleans, LA 70130

Ph (504) 561-8811 / Fx (504) 581-4837

▲ **IVES** - Global Southwest Showroom at
901 S. Labarre Road, Suite 201, Metairie, LA 70001



Fisher Sci

fishersci.com

Gil Brussard, TUHSC In-House Sales Rep

gil.brussard@thermofisher.com

(504) 988-3961 Direct / (504) 988-3967 Fax

Glenn Sharp, Corporate Sales

Glenn.sharp@thermofisher.com

(985) 288-9364 Cell



Louisiana Office Products, Inc

laop.com

Dana Woodall, Sales Rep

dwoodall@laop.com

(504) 733-9650 / Fax (504) 734-2387

210 Edwards Avenue, Harahan, LA 70123

▲ **LAOP** - Global Southwest Showroom at
901 S. Labarre Road, Suite 201, Metairie, LA 70001



Office Depot

officedepot.com

Bill Finney, VMM Education

bill.finney@officedepot.com

New Orleans/Westbank

(504) 355-7923 Direct



Staples

Staples.com

Tulane's Account Reps:

Don Smith, Furniture & Supplies

DonK.Smith@Staples.com

(504) 731-0896/Fax (504)731-0911

Kim Haar, Furniture (504) 731-0876

kim.haar@Staples.com

5600 Jefferson Hwy, Bldg W-3 Suite 306

Harahan LA 70123



VWR International

vwr.com

David Gautreaux, Tulane Sales Rep.

david.gautreaux@vwr.com

(504) 214-4133 Cell / (504) 301-0951 Ofc



Office Products -



Laboratory Products -



Computers Products -



Showroom

**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
matmgmt.tulane.edu**

Buyer Be "Aware"

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?

DOs and DON'Ts

- **A**sk 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.
- **T**hink about "ergonomics" when purchasing furniture and equipment. Visit the OEHS website Ergonomics Section at tulane.edu/oehs
- **A**void 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.
- **T**o 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.
- **C**ontact **P**roperty **M**anagement & **F**acilities **S**ervices 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 matmgmt.tulane.edu/pm/policies_and_procedures.htm
- **F**ollow **G**reen **P**urchasing **R**ules outlined by **M**aterials **M**anagement: Always ask if it is recyclable and energy efficient, see matmgmt.tulane.edu/green.htm

For additional information, visit the following websites:

- **Property Management** - is a good source for recycled office furniture and equipment: matmgmt.tulane.edu/pm/employee_directory.htm For a list of surplus office equipment, furniture, etc.: matmgmt.tulane.edu/pm
- **Technology Services** - For additional information and policies on computer usage at Tulane, visit the TIS website at: 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: tulane.edu/tis/telecomm/forms.cfm

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