How to Order Equipment

Departments are responsible for purchasing and maintaining equipment used at employee workstations. Equipment on the Office Preferred Product List should be purchased through BearBuy, sourced through the preferred vendors listed below. Vendors are listed as catalog or non-catalog. Cube Solutions is listed in BearBuy as a non-catalog vendor.

The Office Ergonomics Equipment Fund Reimbursement Program may be of assistance for eligible employees. See the Terms & Conditions for more details and specific eligibility requirements.

It is the responsibility of the department to contact the preferred vendor to order recommended equipment, to ensure that the correct equipment has been received, to work with the vendor to correct any errors, and to secure price quotes when needed. The department is responsible for consulting with the vendor, installer and with Facilities or ITS for proper product fit and installation.

<table>
<thead>
<tr>
<th>Preferred Vendor</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>CUBE SOLUTIONS</td>
<td>Kurt Nunn</td>
</tr>
<tr>
<td>- Chairs except for Steelcase</td>
<td><a href="mailto:kurt@cubesolutions.net">kurt@cubesolutions.net</a></td>
</tr>
<tr>
<td>- All keyboard trays and monitor arms</td>
<td>Phone: 925.705.7996</td>
</tr>
<tr>
<td>- Misc. office ergo products</td>
<td><a href="http://www.cubesolutions.net">www.cubesolutions.net</a></td>
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<tr>
<td>OFFICE MAX</td>
<td>Scott D. Hrudicka</td>
</tr>
<tr>
<td>- Misc. office equipment</td>
<td>(For quotes &amp; questions)</td>
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<tr>
<td></td>
<td><a href="mailto:scotthurdicka@officemax.com">scotthurdicka@officemax.com</a></td>
</tr>
<tr>
<td></td>
<td>Phone: 415.305.8424 (cell)</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.officemaxsolutions.com">www.officemaxsolutions.com</a></td>
</tr>
<tr>
<td>BODYBILT/ERGOGENESIS</td>
<td>Pam Bilovesky</td>
</tr>
<tr>
<td>- BodyBilt Chairs</td>
<td><a href="mailto:pbilovesky@comcast.net">pbilovesky@comcast.net</a></td>
</tr>
<tr>
<td></td>
<td>Phone: 510.917.0707</td>
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<tr>
<td>ONE WORK PLACE</td>
<td>For ordering: 877-722-9090</td>
</tr>
<tr>
<td>- Steelcase products and furniture only</td>
<td>For product questions contact: Sacha Ielmorini</td>
</tr>
<tr>
<td>- Steelcase chairs</td>
<td><a href="mailto:sielmorini@oneworkplace.com">sielmorini@oneworkplace.com</a></td>
</tr>
<tr>
<td></td>
<td>Phone: 510.729.7863</td>
</tr>
<tr>
<td></td>
<td>Cell: 510.695.5862</td>
</tr>
<tr>
<td>PIVOT INTERIORS</td>
<td>Dan Wickering</td>
</tr>
<tr>
<td>- Herman Miller input tables only</td>
<td><a href="mailto:dwickering@pivotinteriors.com">dwickering@pivotinteriors.com</a></td>
</tr>
<tr>
<td></td>
<td>Heidi Ferguson</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:hferguson@pivotinteriors.com">hferguson@pivotinteriors.com</a></td>
</tr>
<tr>
<td>CDW-G</td>
<td>Paul Cardamone</td>
</tr>
<tr>
<td>- Misc. technological equipment</td>
<td><a href="mailto:Paul.cardamone@cdwg.com">Paul.cardamone@cdwg.com</a></td>
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<tr>
<td></td>
<td>Phone: 415-866-7414</td>
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