



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: On Demand Executive Air Charter	Contract #: ITB 5390-1
Vendor: CSG Aviation LLC	Effective Date: 4/23/2013 – 4/22/2014 with up to 5 additional one year renewal options. Contract expires 4/30/16
OMNI Vendor ID#: 0000038234	DMBE Certified:
Address: 3250 West Britt David Road Columbus Metropolitan Airport Columbus, Georgia 31909	Payment Terms: Net 40 days
Contact: Launa Desportes	Purchasing Card Can Be Used: No Consult with Travel – See the Contract Air-Carrier Use Worksheet and guidelines below.
Phone: 706-681-8748	Fax: 1-866-784-1544
E-Mail: Ldesportes@csgaviation.com	Website: www.csgaviation.com
Purchasing Specialist: James Johnson	Procure to Pay Team: James Johnson, Purchasing Services jjohnson@admin.fsu.edu Phone: 850-645-2304 Jennifer Pitman, FSU Travel jpittman@admin.fsu.edu Phone: 850-644-9410



CSG contract
aircarrier use.xlsx



Air Charter.pdf

Contract Information:

The University has a contract with CSG Aviation to provide On-Demand Executive air chartered flight services for authorized University personnel (with appropriate authorization from their division head) with guaranteed availability with 12 hours scheduling notice (possibly available with less notice) and flexibility to up-grade service to jet if needed by the University. It's the responsibility of the University entity requesting the use of this service to ensure that all such use or travel is in compliance with state law governing employee travel as outlined in the University Policy and Procedure Manual.

Note: Click on the PDF file above to learn about this contract, eligible users, terms of use and scheduling.

Employees (faculty and staff) traveling on University business are expected to choose the least costly method of transportation that meets the traveler's scheduling and business needs. Checking the cost of commercial flights vs. using the University's air charter plane is the responsibility of the department initiating the trip.