



The Florida State University  
Purchasing Services  
Contract Summary Sheet

|  |  |                 |                     |
|--|--|-----------------|---------------------|
| <b>Commodity: Furniture – Desks, Chairs, Bookcases, etc.</b>   | <b>Contract #: S/C 425-001-12-1</b>  |                 |                     |
| <b>Vendor: CAPITAL BUSINESS INTERIORS</b>  | <b>Effective Date: 3/2/2012 – 3/1/2016</b>   |                 |                     |
| <b>OMNI Vendor ID#: 0000000294</b>   | <b>DMBE Certified: M – Certified Minority - Woman Owned</b>  |                 |                     |
| <b>Address: 132-1 Hamilton Park Drive</b>  | <b>Payment Terms: Net 30 Days</b>  |                 |                     |
| <b>Contact: David Salter or ask for FSU sales rept.</b>  | <b>Purchasing Card Can Be Used: Yes – only for a single item - Emergency basis. See below</b>  |                 |                     |
| <b>Phone: 850-383-4225</b>   | <b>Fax: 850-383-7555</b>   |                 |                     |
| <b>E-Mail:</b>   | <b>Website: See OMNI EMarket log in page. Check to see if item Is listed in EMarket – IF NOT then proceed to ordering by entering A requisition into OMNI (see methods below).</b> |                 |                     |
| <b>Purchasing Specialist:</b><br>Joyce Cordell<br><a href="mailto:jcordell@admin.fsu.edu">jcordell@admin.fsu.edu</a><br>850-644-9730   | <b>Procure to Pay Team:</b><br><b>Purchasing:</b> Joyce Cordell ( <a href="mailto:jcordell@admin.fsu.edu">jcordell@admin.fsu.edu</a> )<br><b>Accounts Payable:</b> 644-5021        |                 |                     |
| <b>Information:</b> A variety of brands/manufacturers (Steelcase, National/Kimball, etc.) are available on State Contract – prices vary with item & per manufacturer under the contracts.  |  |                 |                     |
| <b>Note: This vendor is located convenient to the campus &amp; has a very nice showroom.</b>   |  |                 |                     |
| <b>*EMarket</b> – Departments should use EMarket when ordering items that are available through the EMarket. Requisitions sent to Purchasing for EMarket items but not processed through EMarket will be cancelled & returned to Department. For ordering items not available through EMarket please use one of the following methods. |  |                 |                     |
| <b>*The P-Card is the second way to purchase from this vendor.</b> If the order is an emergency (broken chair, etc.) and you have a p-card please obtain approval as indicated below. The web site for ordering with the p-card is <a href="http://www.cbi-fl.com">http://www.cbi-fl.com</a>   |  |                 |                     |
| <b>Note:</b> Furniture items are typically not allowed on the P-Card – please contact the P-Card Administrator (Nancy Milburn) or the Procurement Specialist (Joyce Cordell) to obtain approval prior to the purchase.   |  |                 |                     |
| <b>*Entering a requisition manually is the third way to order from this vendor.</b> If an item you are wanting to purchase is not in the EMarket system or if you are purchasing large volume of a single item you will need to manually enter a requisition.  |  |                 |                     |
| Summary Sheet #: 1 of 1  | Revision: 4.0  | Approved by: kg | Updated: 2013.01.05 |