



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: Furniture: Office & Files – STEELCASE; KIMBALL OFFICE/NATIONAL MANUFACTURERS	Contract #: S/C 425-001-06-1
Vendor: Capital Business Interiors	Effective Date: March 1, 2010
OMNI Vendor ID#: 0000000294	DMBE Certified: M (Certified American Woman)
Address: 132-1 Hamilton Park Dr. Tallahassee, FL 32304	Payment Terms: Net/30
Contact: Tori Clark	Purchasing Card Can Be Used: ONLY FOR A SINGLE ITEM- EMERGENCY BASIS
Phone: 850-383-4225 Office 850-228-8674 Cell	Fax: 850-383-7555
E-Mail: tclark@oec-fl.com	Website: OMNI Login Page This is an EMarket vendor this is the first & main login. You should use this unless the order falls in one of the other methods.
Purchasing Specialist: Joyce Cordell jocordell@admin.fsu.edu 850-644-9730	Procure to Pay Team: Purchasing: Joyce Cordell (jocordell@admin.fsu.edu) Accounts Payable: Mike Anestor (manestor@admin.fsu.edu)
Contract Information: S/C established discounts off list prices. Installation costs: negotiable per installation	
EMarket is the first way to purchase with this vendor. Any orders sent to Purchasing not done through the EMarket system will be canceled. We will contact you to let you know the order was canceled (will show as canceled in Manage Requisitions also) and to go through EMarket to place order. *The P-Card is the second way to purchase from this vendor. If the order is under \$50 and you have a p-card this is the way you should order. The web site for ordering with the p-card is www.oec.com *Entering a requisition manually is the third way to order from this vendor. 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	
Note:	
Summary Sheet #:	Updated: August 5, 2009