



# PURCHASING & CONTRACTS DIVISION

## STAFF RESPONSIBILITIES

**JEANIENE JENNINGS, CPPB**  
**DIRECTOR OF PURCHASING & CONTRACTS**

Office: 386-822-5773

[jjennings@co.volusia.fl.us](mailto:jjennings@co.volusia.fl.us)

Contract Negotiation • Dispute Arbitration and Resolution • Policy and Procedure

- Beach Concessions
- Beach Maintenance Contracts
- Consultants for Commodity Area

- Contract Lead Negotiator for Team/Project
- Food Services / Coca-Cola Contract
- Furniture/Shelving

- Lease of Commercial Property/Offices
- Professional and Contractual Services (not CCNA)
- RFP Process Team Coordinator

**Connie Newport**  
**Staff Assistant II**  
 Phone: 386-736-5935, ext. 2490  
[cnewport@co.volusia.fl.us](mailto:cnewport@co.volusia.fl.us)

- Assistant to Division Director and Staff
- Division Receptionist
- Payroll Processing & Kronos
- Personnel File Processing & HRM Advantage

- Budget Tracking
- Invoice Processing
- Purchasing Conference Room Reservations

- Vendor Self Service (VSS) Contact and Assistance
- Office Supplies/Printed Materials Ordering
- VISA Purchasing Card Proxy Reconciler

**BECKI BISHOP, C.P.M. (TECH 1)**  
**Procurement Manager**  
**TECHNOLOGY / COMMODITY TEAM**

- Ditslear, Jennifer ..... (TECH 2)
- Freedman, Tabatha ..... (TECH 3)
- Lewis, Denise..... (TECH 4)
- Urice, Lynne..... (TECH 5)
- Wilsky, Pam ..... (TECH 6)

**JEANIENE JENNINGS, CPPB (COMM 1)**  
**DIRECTOR**

**DAVID SANTIAGO, CPPB (CONSTRUCT 1)**  
**Procurement Manager**  
**CONSTRUCTION /COMMODITY TEAM**

- Bates, Lynne..... (CONSTRUCT 2)
- Opreanu, Vlad..... (CONSTRUCT 3)
- Resto, Shaira ..... (CONSTRUCT 4)
- Sotero, Dom..... (CONSTRUCT 5)
- Williams, Kathy ..... (CONSTRUCT 6)

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**BECKI BISHOP, C.P.M., TEAM LEADER (TECH 1)**  
**Technology / Commodity Team - Procurement Manager**  
**Phone: 386-822-5764**  
[rbishop@co.volusia.fl.us](mailto:rbishop@co.volusia.fl.us)

- Advertising/Marketing Agency Services (County-wide)
- Consultant for Commodity Area
- Contract Lead Negotiator for Team/Projects
- Emergency Management ESF-7 Coordinator

- ERP Implementation Lead
- Financial Services
- Insurances – Medical and Property
- Medical and Dental Service

- Para-transit / VOTRAN Services
  - Professional and Contractual Services (not CCNA)
  - RFP Process Team Coordinator
  - Solid Waste Special Projects
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**Tabatha Freedman, MBA (TECH 3)**  
Procurement Analyst II  
Phone ..... 386-822-5788  
[tfreedman@co.volusia.fl.us](mailto:tfreedman@co.volusia.fl.us)

- Communications Equipment, Services, and Supplies
- Computers, Software, Peripherals, and Related Services & Supplies
- Electronic Equipment and Supplies
- Employee Computer Purchases
- Information Technology Bids / RFPs
- Software License Agreements

**Jennifer Ditslear, MBA (TECH 2)**  
Procurement Analyst I  
Phone ..... 386-626-6627  
[jditslear@co.volusia.fl.us](mailto:jditslear@co.volusia.fl.us)

- Books, Professional Publications, & Subscriptions
- Copier Rental, Leasing, and Maintenance
- Credit Reference Checks
- Digital Multi-Functional Devices
- Legal Reports
- Library Services and Supplies
- Mail Machines
- Printing Services

**Lynne Urice, CPPB (TECH 5)**  
Procurement Analyst II  
Phone ..... 386-626-6623  
[lurice@co.volusia.fl.us](mailto:lurice@co.volusia.fl.us)

- Audio/Visual Equipment
  - Garbage and Recycling Services and Materials
  - Hazardous Materials
  - Medical Examiner Services
  - Office Equipment, Services, and Supplies (excluding computers)
  - VISA Purchasing Card Administrator Back-up
  - Voting Equipment, Services, Material, and Supplies for Elections
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**Pam Wilsky (TECH 6)**  
Procurement Analyst II  
Phone ..... 386-822-5779  
[pwilsky@co.volusia.fl.us](mailto:pwilsky@co.volusia.fl.us)

- Advertising & Promotional Materials and Services
- Animal Control, Pet Food, Vet. Services, & Housing of Stray Animals
- Appliances
- Clothing and Uniforms
- Corrections' Bedding & Food Service
- Court and Judicial Services Special Projects
- Drafting Materials and Services
- Fire Services' Firefighter Gear & Equipment, Laundry Services, Ice
- Leisure Services' Signs & Playground Equipment
- Mail and Courier Services
- Marine Science Center Aquatic Equip. & Repairs
- Medical Equipment and Supplies
- Photography Equipment and Supplies
- Radio & Newspaper Advertising & Directories
- Road and Bridge Construction & Repair Materials & Services
- Safety Equipment & Supplies
- Security / Guard Services & Equipment
- Sheriff's Office Prisoner Transport, Guns, Ammo, & SCUBA Equip.
- Temporary Personnel

**Denise Lewis (TECH 4)**  
Procurement Specialist  
Phone ..... 386-626-6621  
[dlewis@co.volusia.fl.us](mailto:dlewis@co.volusia.fl.us)

- Agenda Item Coordinator
- AMS Processing & Review ≤ \$3K
- Auction/Surplus Property Program Coordinator
- Bid Process Coordinator
- Contract Scanning & Database Maintenance for Commodities
- Forms Creation /Maintenance for Staff and on Web
- Internet Web Page Maintenance/Administration
- Intranet Web Page Maintenance/Administration
- Invoice Processing for Legal Advertisements
- Master Agreement Renewal Process
- Public Information Requests
- Records Retention for Division per GSL-1
- Staff Support for Team
- Back-up for: Employee Computer Purchase Liaison; Shipping/Priority Mail; Office Supplies & Printed Materials Ordering; Master Agreement Entry/Distribution; Payroll Processing/KRONOS, and HRM Advantage

**Norma Rosales**  
Office Assistant IV  
Phone ..... 386-626-6622  
[nrosales@co.volusia.fl.us](mailto:nrosales@co.volusia.fl.us)

- County Manager Quarterly Report
  - Document Distribution
  - ECP Process Coordinator
  - Liberty Scanning/System Maintenance for Purchase Orders, Bid Files, & Contracts
  - Maintain Database & Files: Purchase Orders, Master Agreements, & Letter Contracts
  - Master Agreement Database Maintenance
  - Purchase Requisition Entry/Purchase Order Distribution
  - Receptionist -- *Back-up*
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**DAVID SANTIAGO, CPPB, TEAM LEADER (CONSTRUCT 1)**  
**Construction / Commodity Team - Procurement Manager**  
**Phone: 386-943-7009**

[dsantiago@co.volusia.fl.us](mailto:dsantiago@co.volusia.fl.us)

- Contracts for Professional Services (CCNA)  
*(Architects/Engineers / Mappers / Landscape Architects & Consultants)*
  - Construction Management/General Contracting (CM/GC)
  - Design/Build Contracts
  - Emergency Management ESF-7
  - Insurance and Bond Reviews
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**Shaira Resto, CPPB (CONSTRUCT 4)**  
**Procurement Analyst II**

Phone..... 386-822-5771

[sresto@co.volusia.fl.us](mailto:sresto@co.volusia.fl.us)

- Bid and Contract Phases for Construction Projects (as assigned):
  - Bridge Construction and Maintenance
  - New Buildings, Facilities Modifications, and Fixed Equipment
  - Road Construction and Maintenance
  - Utilities Construction and Maintenance
- CM/GC Projects (as assigned)
- Contracts for CCNA Professional Services (as assigned)
- Insurance and Bond Reviews
- Task Assignments

**(CONSTRUCT 5)**

**Procurement Analyst II**

Phone..... 386-822-5772

[dsotero@co.volusia.fl.us](mailto:dsotero@co.volusia.fl.us)

- Bid and Contract Phases for Construction Projects (as assigned):
  - Bridge Construction and Maintenance
  - New Buildings, Facilities Modifications, and Fixed Equipment
  - Road Construction and Maintenance
  - Utilities Construction and Maintenance
- CM/GC Projects (as assigned)
- Community Development Rehabilitation Projects
- Community Services Construction Projects RSQs
- Contracts for CCNA Professional Services (as assigned)
- Insurance and Bond Reviews
- Modular Buildings Rental/Lease
- Task Assignments

**Kathy Williams, MBA, CPPB (CONSTRUCT 6)**  
**Procurement Analyst II**

Phone ..... 386-626-6625

[kwilliams@co.volusia.fl.us](mailto:kwilliams@co.volusia.fl.us)

- Building Maintenance Services, Hardware, & Supplies
  - Fencing - Facilities and Land Mgmt.
  - Floor Coverings (carpet, tile)
  - Grounds/Landscaping Maintenance and Mowing Services, Equipment, and Supplies, including Herbicides, & Pesticides
  - Janitorial Services, Hardware, Chemicals, and Supplies
  - Paint Products and Services
  - Plumbing and Electrical Services and Supplies
  - Traffic Engineering Services, Equipment, & Supplies
  - Utilities Equipment, Services, & Supplies
  - VISA Purchasing Card Administrator
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**Vlad Opreanu (CONSTRUCT 3)**  
**Procurement Analyst I**

Phone..... 386-626-6624

[vopreanu@co.volusia.fl.us](mailto:vopreanu@co.volusia.fl.us)

- Aircraft Maintenance Services, Materials, and Supplies
- Arboriculture Equipment
- Boats and Related Equipment and Supplies
- Chemical, Herbicide, & Pesticide Supplies for Mosquito Control
- Electric Motor and Small Engine Repair/Purchases
- Fire Trucks Service and Repair Parts
- Fuel, Oil, and Lubricants
- Heavy Equipment Purchase, Rental, Leasing, & Auction
- Motorcycle Purchase/Lease
- Sheriff's Office Towing
- Small Engine Equipment and Supplies
- Towing
- Vehicle and Bus Maintenance, Equipment, Supplies, and Service
- Welding Services and Gases

**Lynne Bates (CONSTRUCT 2)**  
**Procurement Specialist**

Phone..... 386-822-5792

[lbates@co.volusia.fl.us](mailto:lbates@co.volusia.fl.us)

- Bid and Contract Phases for Construction Projects (as assigned)
  - Bid Process Coordinator
  - Community Services Construction Projects Housing Quotes
  - Contract Amendments
  - Contract File Maintenance for CCNA and Construction
  - Database Management
  - Expeditor for Contracts Signing
  - *Intranet* Web Page Daily Maintenance
  - Invoice Processing
  - Public Information Requests
  - Purchase Requisition Entry/Purchase Order Distribution -- *Back-up*
  - Records Retention for Team
  - Staff Support for Team
  - Task Assignments
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