



PURCHASING & CONTRACTS DIVISION

STAFF RESPONSIBILITIES



JEANIENE JENNINGS, CPPB, CPPO DIRECTOR OF PURCHASING & CONTRACTS

Office: 386-822-5773

JJennings@volusia.org

Contract Negotiation • Dispute Arbitration and Resolution • Policy and Procedure

- Consulting Services
- Contract Lead Negotiator for Team/Project
- Commercial Property
- Professional and Contractual Services (not CCNA)
- Special Projects
- Visa Lead Coordinator

Connie Newport Staff Assistant II

Phone: 386-822-5787; CNewport@volusia.org

- Assistant to Division Director and Staff
- Budget Tracking
- Division Receptionist
- Invoice Processing
- Office Supplies/Printed Materials Ordering
- Payroll Processing & Kronos
- Personnel File Processing & HRM Advantage
- Purchasing Conference Room Reservations
- Vendor Self Service (VSS) Contact and Assistance
- VISA Purchasing Card Delegate

PAM WILSKY, CPPB (TECH 6)

Procurement Manager

TECHNOLOGY / COMMODITY TEAM

Falanga, Ron.....(TECH 2)
Fegley, Inga.....(TECH 5)
Freedman, Tabatha(TECH 3)
Lewis, Denise.....(TECH 4)
Opreanu, Vlad.....(CONSTRUCT 2)
Fred Hansen.....(CONSTRUCT 3)

JEANIENE JENNINGS, CPPB, CPPO (COMM 1)

DIRECTOR

SHAIRA RESTO, MBA, CPPB, FCCM (CONSTRUCT 1)

Procurement Manager

CONSTRUCTION /COMMODITY TEAM

Bishop, Becki(TECH 1)
Ditslear, Jennifer(CONSTRUCT 5)
Williams, Kathy(CONSTRUCT 4)
Kokitus, Andrew.....(CONSTRUCT 6)
Norma Rosales

PAM WILSKY, CPPB - TEAM LEADER (TECH 6)
Technology / Commodity Team - Procurement Manager
Phone: 386-822-5779; PWilsky@volusia.org

- Airport Concessions
- AMS Procurement System Team Leader
- Beach Concessions
- CFAB Projects, including Contingency Funding Letter Contracts

- Consulting Services
- Contract Lead Negotiator for Team/Projects
- Fire Alarm Equipment, Repairs, & Monitoring
- Professional and Contractual Services (not CCNA)

- RFP Process Team Coordinator
- Security and Building Access Equipment, Repairs, & Monitoring
- Sheriff's Office, Beach Safety, & Corrections' Guns, Ammo, & Protective Equipment

Vlad Opreanu, CPPB (CONSTRUCT 2)
Procurement Analyst I

Phone: 386-626-6624; VOpreanu@volusia.org

- Advertising & Promotional Materials & Services - Radio & Newspaper
- Audio/Visual & Photography Equipment and Supplies
- Exercise Equipment, including parts & maintenance
- Fencing – Facilities and Land Management
- Grounds/Landscaping Maintenance and Mowing Services, Equipment, and Supplies, including Herbicides and Pesticides
- Ocean Center Advertising and Marketing, including holiday event
- Ocean Center Parking Garage
- Trade Show Registration
- Parks, Recreation, and Culture Playground Equipment, Safety Surfaces, and Special Projects
- Summer Recreation Programs
- Summer Food Program, Community Assistance Special Projects
- ECHO, Cultural Council Grants,
- Plaques, Trophies, and Promotional Items
- Portable Toilet Rentals
- Printing Services
- Signs
- Closed Captioning/Translation Services
- Internet Web Page Maintenance Back-up

Ronald Falanga (TECH 2)
Procurement Analyst II

Phone: 386-822-5772; RFalanga@volusia.org

- AMS/VSS Training, Administration, and Report Writing
- ATMs and Inmate Banking
- Auction Services
- Books, Professional Publications, and Subscriptions
- Copier Rental, Leasing, and Maintenance
- Corrections' Bedding, Clothing, and Commissary
- Credit Reference Checks
- Library Services and Supplies
- Mail Machines, Mail, and Courier Services
- Office Leases
- Road and Bridge Repair, Materials, and Services
- Safety Equipment and Supplies
- Temporary Personnel/Services
- Traffic Engineering Equipment and Services
- Traffic Signs and Pavement Marking Materials
- Training
- Corrections Food Service
- Security Guard Services
- Clothing, Uniforms, and Footwear

Inga Fegley, CPPB (TECH 5)
Procurement Analyst II

Phone: 386-626-6623; IFegley@volusia.org

- Animal Control, Pet Food, Vet. Services, & Housing of Stray Animals
- Drug Court Supplies and Services
- Drugs and Pharmacy Supplies, including storage & disposal
- EVAC Inventory Control System
- Fire Services' Bunker/Protective Gear, Tools, Chemicals and Equipment, including repairs and maintenance
- Furniture/Shelving, including repairs & replacement and management of standards
- Garbage & Recycling Services & Materials (Commercial & Residential)
- Hazardous Materials Handling & Disposal
- Inmate Health Care
- Lab Supplies & Services
- Marine Science Center Aquatic Services, Equipment, & Repairs
- Medical and Dental Service, Equipment, and Supplies/Gases
- Medical Examiner Services
- Office Equipment, Services, and Supplies (excluding computers)
- SCUBA Equip.
- Solid Waste Special Projects

Tabatha Freedman, MBA, CPPB, CPPO (TECH 3)
Procurement Analyst II

Phone: 386-822-5788; TFreedman@volusia.org

- AMS Procurement Program Administrator, Training, and Report Writing
- Communications Towers, Equipment, Services, and Supplies
- Computers, Software, Peripherals, and Related Services & Supplies
- Employee Computer Purchases
- Event Management Software
- Information Technology Bids / RFPs
- Internet and Wireless Services and Equipment
- Software License and Maintenance Agreements
- Voting Equipment, Services, Materials, and Supplies for Elections
- Website Development and Application Development

Denise Lewis (TECH 4)
Procurement Specialist

Phone: 386-626-6621; DLewis@volusia.org

- AMS training Materials Coordinator & Assistant to Trainers
- Contract Scanning, Filing, & Database Maintenance for Commodities
- ECP Data Entry back-up
- Electronic Records Conversion & Retention
- Forms Creation /Maintenance for Staff and on Web
- Intranet and Internet Web Page Maintenance/Administration
- Invoice Processing for Legal Advertisements
- Public Records Requests
- Purchase Requisition Entry – Back-up
- Records Retention for Division per GSL-1
- Staff Support for Team
- Surplus Property / Auction Program Coordinator
- Year-End Close-out

John Duckworth (CONSTRUCT 3)
Procurement Analyst I

Phone: 386-822-5792; JDuckworth@volusia.org

- Arboricultural Equipment
- Chemical, Herbicide, & Pesticide Supplies for Mosquito Control
- Electric Motor & Small Engine Repair, Maintenance & Purchase
- Fuel, Oil, and Lubricants
- Heavy Equipment Purchase, Rental, Leasing, and Auction
- Motorcycle Purchase/Lease
- Towing – County and Sheriff's Office
- Vehicle (Aircraft, Boat, Bus, Fire Truck, Motorcycle, and Automobile) Maintenance, Equipment, Supplies, and Service
- Welding Services and Gases

SHAIRA RESTO, MBA, CPPB, FCCM - TEAM LEADER (CONSTRUCT 1)

Construction / Commodity Team - Procurement Manager

Phone: 386-822-5771; SResto@volusia.org

- Bid and Contract Phases for Construction Projects
- Construction Management/General Contracting (CM/GC)
- Contracts for CCNA Professional Services (Architects/Engineers / Mappers / Landscape Architects & Consultants)
- Contract File Maintenance for CCNA and Construction
- Contract Lead Negotiator for Team/Projects
- Design/Build Contracts
- Emergency Management ESF-7 Coordinator
- Insurance and Bond Reviews
- Professional and Contractual non-CCNA Services
- RFP Process Team Coordinator
- Task Assignments

Becki Bishop, C.P.M. (TECH 1)

Procurement Analyst II

Phone: 386-822-5764; RBishop@volusia.org

- Advertising/Marketing Agency Services (County-wide)
- Beach Tolls and Parking
- Contracts for non-CCNA Professional Services (as assigned)
- Court and Judicial Services Special Projects
- Financial Services
- HR / Risk Management Projects
- Insurances – Medical and Property
- Legal Reports and Services
- Para-transit / VOTRAN Services
- Revenue

Andrew Kokitus, MBA (CONSTRUCT 6)

Procurement Analyst I

Phone: 386-943-7009; AKokitus@volusia.org

- Appliances Purchase and Repair
- Beach Maintenance (Grading, Trash Removal & Disposal)
- Beach Restroom Maintenance and Cleaning
- Building Maintenance Services, Hardware, and Supplies
- Doors and Overhead Doors, including maintenance and parts
- Elevator / Escalator Maintenance, Repair, and Inspection
- Floor Coverings (carpet, tile)
- Fountain Maintenance
- Freezer and Cooler Maintenance
- Glass and Window repair and Replacement
- Heating, Ventilation, & Air Conditioning Maint. & Repairs, Parts, Supplies
- Janitorial Services, Chemicals, and Supplies
- Locksmiths, safes, and keys
- Paint Products and Painting Contractors
- Plumbing and Electrical Services and Supplies
- Pressure Cleaning and Window Cleaning
- Sludge Processing and Hauling
- Utilities Equipment, Services, Chemicals, and Supplies

Jennifer Ditslear, MBA, CPPB (CONSTRUCT 5)

Procurement Analyst II

Phone: 386-626-6627; JDitslear@volusia.org

- Asphalt & Paving – reconstruction and bulk
- Bascule Bridge Repair and Maintenance
- Bid and Contract Phases for Construction Projects (as assigned):
- Building Inspections and Plan Review Services
- Community Development Rehabilitation Projects
- Community Services Construction Projects Housing Quotes
- Community Services Construction Projects RSQs
- Contracts for CCNA / non-CCNA Professional Services (as assigned)
- Insurance and Bond Reviews
- Task Assignments, as assigned
- Visa Purchasing Card Back-up

Kathy Williams, MBA, CPPB, CPPO (CONSTRUCT 4)

Procurement Analyst II

Phone: 386-626-6625; KWilliams@volusia.org

- Artificial Reefs
- Bid and Contract Phases for Construction Projects (as assigned):
- Bridge Maintenance and Repair
- Contracts for CCNA / non-CCNA Professional Services (as assigned)
- Generators
- Insurance and Bond Reviews
- Modular Building Rental and Lease
- Modular Units
- Roof Repair and Maintenance
- Task Assignments, as assigned
- VISA Purchasing Card Administrator

Norma Rosales

Office Assistant IV

Phone: 386-626-6622; NRosales@volusia.org

- County Manager Quarterly Report
- Document Distribution
- ECP Data Entry
- OnBase Scanning/System Maintenance for Purchase Orders, Bid Files, & Contracts
- Maintain Database & Files for Purchase Orders, Master Agreements, & Letter Contracts
- Purchase Requisition Entry
- Year-end close out