



# PURCHASING & CONTRACTS DIVISION

**STAFF RESPONSIBILITIES**  
**JEANIENE JENNINGS, CPPB, CPPO**  
**DIRECTOR OF PURCHASING & CONTRACTS**  
 Office: 386-822-5773  
[JJennings@volusia.org](mailto:JJennings@volusia.org)



## Contract Negotiation ♦ Dispute Arbitration and Resolution ♦ Policy and Procedure

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

**Denise Lewis**  
**Sr. Staff Assistant**  
 Phone: 386-626-6621; [DLewis@volusia.org](mailto:DLewis@volusia.org)

- AMS Training Materials Coordinator & Assistant to Trainers
- Assistant to Division Director and Staff
- Budget Annual Preparation & Data Entry
- 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
- Personnel File Processing & HRM Advantage
- Professional Memberships & Renewals
- Public Records Requests
- Records Retention for Division per GSL-1
- Surplus Property / Auction Program Coordinator
- Year-End Close-out

**Vikky Bertling**  
**Staff Assistant I**  
 Phone: 386-822-5787; [VBertling@volusia.org](mailto:VBertling@volusia.org)

- Assistance to Division Staff and Director
- Budget Tracking
- D&B Reports
- Division Receptionist
- Insurance Documentation Back-up
- Invoice Processing
- Office Supplies/Printed Materials Ordering
- Payroll Processing & Kronos
- Purchasing Conference Room Reservations
- Reference Checks
- Vendor Self Service (VSS) Contact and Assistance
- VISA Purchasing Card Delegate

**PAM WILSKY, CPPB**  
**(TECH 6)**  
**Procurement Manager**  
**TECHNOLOGY / COMMODITY TEAM**

Duckworth, John ..... **(CONSTRUCT 3)**  
 Falanga, Ron..... **(TECH 2)**  
 Fegley, Inga..... **(TECH 5)**  
 Freedman, Tabatha ..... **(TECH 3)**  
 Opreanu, Vlad ..... **(CONSTRUCT 2)**

**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@volsusia.org](mailto:PWilsky@volsusia.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@volsusia.org](mailto:VOpreanu@volsusia.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 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
- Marine Science Center Gift Shop
- 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@volsusia.org](mailto:RFalanga@volsusia.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@volsusia.org](mailto:IFegley@volsusia.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
  - Indigent Burial Services
  - Inmate Health Care
  - Lab Supplies & Services
  - Marine Science Center Aquatic Supplies, Services, Equipment, & Repairs
  - Medical and Dental Services, Equipment, and Supplies/Gases
  - Medical Examiner Services and Supplies
  - Office Equipment, Services, and Supplies (excluding computers)
  - SCUBA Equipment
  - Shredding Services
  - Solid Waste Special Projects
- 

**Tabatha Freedman, MBA, CPPB, CPPO (TECH 3)**  
**Procurement Analyst II**  
**Phone.....: 386-822-5788; [TFreedman@volsusia.org](mailto:TFreedman@volsusia.org)**

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

**John Duckworth (CONSTRUCT 3)**  
**Procurement Analyst I**  
**Phone: 386-822-5792; [JDuckworth@volsusia.org](mailto:JDuckworth@volsusia.org)**

- Arboricultural and Lawn 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](mailto: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](mailto: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](mailto: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
- Irrigation
- Janitorial Services, Chemicals, and Supplies
- Locksmiths, safes, and keys
- Paint Products and Painting Contractors
- Pest Control Services
- 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](mailto: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](mailto: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](mailto:NRosales@volusia.org)**

- County Manager Quarterly Report
- Document Distribution
- ECP Data Entry
- Insurance Document Input & Distribution
- Maintain Database & Files for Purchase Orders & Master Agreements
- Maintain Database for Commodities
- Purchase Order Requisition Entry for Departments Without AMS Access
- Year-end close out