



PURCHASING & CONTRACTS DIVISION

STAFF RESPONSIBILITIES

JEANIENE JENNINGS, CPPB
ACTING DIRECTOR OF PURCHASING & CONTRACTS

Office: 386-822-5773

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

- 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)
ACTING 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)

BECKI BISHOP, C.P.M., TEAM LEADER (TECH 1)
Technology / Commodity Team - Procurement Manager
Phone: 386-822-5764
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

- 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

- 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

- 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

- 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

- 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

- 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

- 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

- 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

Dom Sotero, CPPB (CONSTRUCT 5)
Procurement Analyst II

Phone..... 386-822-5772

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

- 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

- 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

- 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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