



PURCHASING & CONTRACTS DIVISION

STAFF RESPONSIBILITIES

JEANIENE JENNINGS, CPPB DIRECTOR OF PURCHASING & CONTRACTS

Office: 386-822-5773

JJennings@co.volusia.fl.us

Contract Negotiation • Dispute Arbitration and Resolution • Policy and Procedure

- Beach Concessions
- Consultant for Commodity Area

- Contract Lead Negotiator for Team/Project
- Food Services / Coca-Cola Contract
- Lease of Commercial Property/Offices

- Professional and Contractual Services (not CCNA)
- RFP Process Team Coordinator

Connie Newport Staff Assistant II

Phone: 386-822-5787

CNewport@co.volusia.fl.us

- 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

Bishop, Becki.....(TECH 1)
Falanga, Ron.....(TECH 2)
Freedman, Tabatha(TECH 3)
Lewis, Denise.....(TECH 4)
Fegley, Inga.....(TECH 5)

JEANIENE JENNINGS, CPPB (COMM 1) DIRECTOR

SHAIRA RESTO, CPPB (CONSTRUCT 1) Procurement Manager CONSTRUCTION /COMMODITY TEAM

Bates, Lynne.....(CONSTRUCT 2)
Opreanu, Vlad.....(CONSTRUCT 3)
Williams, Kathy(CONSTRUCT 4)
Ditslear, Jennifer(CONSTRUCT 5)
Recktenwald, Tony ..(CONSTRUCT 6)

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

- Clothing and Uniforms
- Consultant for Commodity Area
- Contract Lead Negotiator for Team/Projects

- Emergency Management ESF-7 Coordinator
- Fire Services' Firefighter Gear & Equipment, Laundry Services,
- Professional and Contractual Services (not CCNA)

- RFP Process Team Coordinator
- Security / Guard Services & Equipment
- Sheriff's Office Prisoner Transport, Guns, Ammo, & SCUBA Equip.

Tabatha Freedman, MBA, CPPB (TECH 3)
Procurement Analyst II
Phone 386-822-5788
TFreedman@co.volusia.fl.us

- Audio/Visual Equipment
- Communications Equipment, Services, and Supplies
- Computers, Software, Peripherals, and Related Services & Supplies
- Digital Multi-Functional Devices
- Electronic Equipment and Supplies
- Employee Computer Purchases
- Information Technology Bids / RFPs
- Software License Agreements
- Voting Equipment, Services, Material, and Supplies for Elections
- Photography Equipment and Supplies

Ronald Falanga (TECH 2)
Procurement Analyst I
Phone 386-822-5772
RFalanga@co.volusia.fl.us

- Appliances
- Books, Professional Publications, & Subscriptions
- Copier Rental, Leasing, and Maintenance
- Corrections' Bedding & Food Service
- Credit Reference Checks
- Drafting Materials and Services
- Ice
- Library Services and Supplies
- Mail Machines, Mail, and Courier Services
- Road and Bridge Construction & Repair Materials & Services
- Safety Equipment & Supplies

Inga Fegley (TECH 5)
Procurement Analyst II
Phone 386-626-6623
IFegley@co.volusia.fl.us

- Animal Control, Pet Food, Vet. Services, & Housing of Stray Animals
- Furniture/Shelving
- Garbage and Recycling Services and Materials
- Hazardous Materials
- Marine Science Center Aquatic Equip. & Repairs
- Medical and Dental Service, Equipment, and Supplies
- Medical Examiner Services
- Office Equipment, Services, and Supplies (excluding computers)
- Printing Services
- Solid Waste Special Projects

Becki Bishop, C.P.M. (TECH 1)
Procurement Analyst II
Phone 386-822-5764
RBishop@co.volusia.fl.us

- Advertising/Marketing Agency Services (County-wide)
- Court and Judicial Services Special Projects
- Financial Services
- HR / Risk Projects
- Insurances – Medical and Property
- Legal Reports & Services
- Para-transit / VOTRAN Services
- Temporary Personnel

Denise Lewis (TECH 4)
Procurement Specialist
Phone 386-626-6621
DLewis@co.volusia.fl.us

- Advertising & Promotional Materials & Services - Radio & Newspaper
- Agenda Item Coordinator
- Staff Support for Team
- Contract Scanning, Filing, & Database Maintenance for Commodities
- Forms Creation /Maintenance for Staff and on Web
- Intranet and Internet Web Page Maintenance/Administration
- Invoice Processing for Legal Advertisements
- Leisure Services' Signs & Playground Equipment
- Records Retention for Division per GSL-1
- Surplus Property / Auction Program Coordinator

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

SHAIRA RESTO, CPPB, TEAM LEADER (CONSTRUCT 1)
Construction / Commodity Team - Procurement Manager
Phone: 386-822-5771

SResto@co.volusia.fl.us

- Bid & Contract Phases for Construction Projects
- Contracts for Professional Services (CCNA)
(Architects/Engineers / Mappers / Landscape Architects & Consultants)
- Construction Management/General Contracting (CM/GC)
- Design/Build Contracts
- Emergency Management ESF-7 Coordinator
- Insurance and Bond Reviews
- Task Assignments
- Traffic Engineering Services, Equipment, & Supplies

Kathy Williams, MBA, CPPB (CONSTRUCT 4)
Procurement Analyst II

Phone: 386-626-6625

KWilliams@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, as assigned
- VISA Purchasing Card Administrator

Jennifer Ditslear, MBA, CPPB (CONSTRUCT 5)
Procurement Analyst II

Phone: 386-626-6627

JDitslear@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
- 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, as assigned

Tony Recktenwald (CONSTRUCT 6)
Procurement Analyst I

Phone: 386-943-7009

ARecktenwald@co.volusia.fl.us

- Beach Maintenance
- 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
- Utilities Equipment, Services, & Supplies

Vlad Opreanu, CPPB (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 Truck Service and Repair Parts
- Fuel, Oil, and Lubricants
- Heavy Equipment Purchase, Rental, Leasing, & Auction
- Motorcycle Purchase/Lease
- Small Engine Equipment and Supplies
- Towing – County and Sheriff's Office
- 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 Process Coordinator
- Community Services Construction Projects Housing Quotes
- Contract File Maintenance for CCNA and Construction
- Database Management
- Intranet Web Page Daily Maintenance
- Invoice Processing, as assigned
- Purchase Requisition Entry/Purchase Order Distribution -- *Back-up*
- Records Retention for Team
- Staff Support for Team
- Task Assignments, as assigned