



# PURCHASING & CONTRACTS DIVISION



## STAFF RESPONSIBILITIES

**JEANIENE JENNINGS, CPPO, CPPB**

**(COMM 1)**

**DIRECTOR OF PURCHASING & CONTRACTS**

Office phone: 386-822-5773; [JJennings@volusia.org](mailto:JJennings@volusia.org)

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

- Consulting Services
- Contract Lead Negotiator for Division
- Professional and Contractual Services (not CCNA)
- Special Projects Professional
- Visa Lead Coordinator

**Denise Lewis**  
**Sr. Staff Assistant**

Phone: 386-626-6621; [DLewis@volusia.org](mailto:DLewis@volusia.org)

- Assistant to Division Director and Staff
- Budget Annual Preparation & Data Entry
- Contract Maintenance for Commodities - Scanning, Filing, & Database
- ECP Data Entry back-up
- Electronic Records Conversion & Retention Division per GSL-1
- Forms Creation /Maintenance for Staff and on Web
- Intranet and Internet Web Page Maintenance/Administration
- Payroll Processing & Kronos
- Personnel File Processing, NeoGov, & HRM Advantage
- Professional Memberships & Renewals
- Records Management
- Surplus Property / Auction Program Coordinator
- Year-End Close-out

**Heidi Ott**  
**Staff Assistant II**

Phone: 386-822-5787; [HOtt@volusia.org](mailto:HOtt@volusia.org)

- AMS Training Materials Coordinator & Assistant to Trainers
- Assistance for Division Director and Staff
- Budget Tracking
- D&B Reports
- Department Receptionist
- Insurance Documentation Input & Distribution Back-up
- Invoice Processing
- Office Supplies/Printed Materials Ordering
- Payroll Processing & Kronos
- Public Records Requests
- Professional Memberships & Renewals
- Purchasing Conference Room Reservations
- Reference Checks
- VAB Assistance
- Vendor Self Service (VSS) Contact and Assistance
- VISA Purchasing Card Delegate

**Norma Rosales**  
**Office Assistant IV**

Phone: 386-626-6622; [NRosales@volusia.org](mailto:NRosales@volusia.org)

- Document Distribution
- ECP Data Entry
- 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
- Backup Department Receptionist

**PAM WILSKY, CPPO, CPPB**

**(TECH 6)**

**Activity Project Manager**

Freedman, Tabatha ..... **(TECH 3)**  
Duckworth, John ..... **(CONST 3)**  
Thomas, Kendrick ..... **(CONST 2)**

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**KATHY WILLIAMS, MBA, CPPO, CPPB**

**(Tech 4)**

**Procurement Manager**

Falanga, Ron ..... **(TECH 2)**  
Kokitus, Andrew ..... **(TECH 5)**  
Bertling, Vikky ..... **(CONST 6)**

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**SHAIRA RESTO, MBA, CPPB, FCCM**

**(CONST 1)**

**Procurement Manager**

Bishop, Becki ..... **(TECH 1)**  
Ditslear, Jennifer ..... **(CONST 5)**  
Fegley, Inga ..... **(CONST 4)**

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## **PAM WILSKY, CPPO, CPPB - TEAM LEADER (TECH 6)**

### **Activity Project Manager**

**Phone: 386-822-5779; [PWilsky@volusia.org](mailto:PWilsky@volusia.org)**

- AMS Procurement System Team Leader
- Contract Lead Negotiator for Team /Projects
- Consulting Services
- Master Document(s) Management
- Contracts for Services Management
- Public Records Requests
- Debris Management, Removal and Disposal Services
- Airport Concessions
- Ocean Center Parking Garage Concession
- Law enforcement supplies- guns, ammo, protective vests, cameras and services
- Memberships
- Private Tag Agency
- Residential Trash Collection & Recycling
- RFP Process Team Coordinator

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## **Tabatha Freedman, MBA, CPPO, CPPB (TECH 3)**

### **Sr. Procurement Analyst**

**Phone: 386-822-5788; [TFreedman@volusia.org](mailto:TFreedman@volusia.org)**

- AMS Procurement Program Administrator and Report Writing
- Audio/Visual & Photography Equipment and Supplies
- Hardware,-Computers, Peripherals, and Related Services & Supplies
- Employee Computer Purchases
- Internet and Wireless Services and Equipment
- Network Infrastructure
- Software License and Maintenance Agreements
- Software Solutions
- Telephone Equipment, Services, and Supplies
- Voting Equipment, Services, Materials, and Supplies for Elections
- Website Development and Application Development

## **John Duckworth, CPPB (CONST 3)**

### **Procurement Analyst II**

**Phone: 386-822-5792; [JDuckworth@volusia.org](mailto:JDuckworth@volusia.org)**

- 800 MHz Communications Towers, Equipment, Services, and Supplies
- Electric Motor & Small Engine Repair, Maintenance & Purchase
- Fuel, Oil, and Lubricants and Fuel Card
- Heavy Equipment Purchase, Rental, Leasing, and Auction
- Fire alarm, Security and Building access systems including monitoring
- Propane
- Tires, purchase and lease
- Towing – County and Sheriff's Office
- Transport – Paratransit / Votran services, Taxi cab services
- Vehicle (Aircraft including Helicopters, Boat, Bus, Fire Truck, Motorcycle, and Automobile) Maintenance, Equipment, Supplies, Service, Purchase and Leasing
- AMS Administration Backup
- P-Card Back-up

## **Kendrick Thomas (CONST 2)**

### **Procurement Analyst II**

**Phone: 386-626-6624; [KThomas@volusia.org](mailto:KThomas@volusia.org)**

- Advertising , Marketing & Services - Radio & Newspaper, Plaques, Trophies, and Promotional Materials & Items, Marine Science Center Gift Shop
- Closed Captioning/Translation Services
- Printing Services (All depts./divisions)
- Signs (including traffic signs/materials)
- Road & Bridge Repair, Materials, and Services (Bascule Bridge Repairs)
- Safety Equipment and Supplies
- Welding Services and Gases
- Grounds/Landscaping Maintenance Mowing Services, Equipment and Supplies, and Irrigation
- Chemical, Herbicide, and Pesticide Supplies
- Fencing (Facilities & Land Management)
- Beach & Park Concessions
- Exercise Equipment, including parts & maintenance
- Ocean Center:
  - ❖ Food Services
  - ❖ Trade Show Registration
- Parks, Recreation, and Culture:
  - ❖ Playground Equipment, Safety Surfaces & Shade Structures/Shellters
  - ❖ ECHO, Cultural Council Grant Requests
  - ❖ Summer Recreation and Special Projects
- AMS Administration & Reporting Back-up

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**KATHY WILLIAMS, MBA, CPPO, CPPB - TEAM LEADER (TECH 4)**

**Procurement Manager**

**Phone: 386-626-6625; [KWilliams@volusia.org](mailto:KWilliams@volusia.org)**

- CFAB Projects, including Contingency Funding Letter Contracts
  - Community Development Rehabilitation Projects
  - Community Services Construction Projects Housing Quotes
  - Community Services Construction Projects RSQ's
  - Consulting Services
  - Contract Lead Negotiator for Team /Projects
  - Furniture/Shelving, including repairs, replacement, & management of standards
  - Indigent Burial
  - Indigent Dental Services
  - Low Income Prescription Assistance
  - Professional and Contractual Services (not CCNA)
  - RFP Process Team Coordinator
  - Summer Food Program, Community Assistance Special Projects
  - ECHO Grant Requests
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**Ronald Falanga, CPPO, CPPB (TECH 2)**

**Sr. Procurement Analyst**

**Phone: 386-822-5772; [RFalanga@volusia.org](mailto:RFalanga@volusia.org)**

- Appraisals
- ATMs and Inmate Banking
- Auction Services
- Beach Tolls and Parking
- Books, Professional Publications, and Subscriptions
- Clothing, Uniforms, and Footwear
- Copier Rental, Leasing, and Maintenance
- Correction Food Services
- Corrections' Bedding, Clothing, and Commissary
- Vending Services
- Demolition/ Removal of Abatement, Lead and Asbestos
- EMS Billing
- Lead and Asbestos Testing
- Library Services and Supplies
- Mail Machines, Mail, and Courier Services
- Office Leases and Hunt Leases
- Processing for VGMC
- Sale of Real Property
- Security Guard Services
- Temporary Personnel/Services
- Traffic Engineering Equipment and Services
- Training Coordinator

**Andrew Kokitus, MBA, CPPB (TECH 5)**

**Sr. Procurement Analyst**

**Phone: 386-943-7009; [AKokitus@volusia.org](mailto:AKokitus@volusia.org)**

- Animal Control, Pet Food, Vet. Services, & Housing of Stray Animals
- Artificial Reefs
- County/Commercial Garbage & Recycling Services & Materials
- 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
- Hazardous Materials Handling & Disposal
- Inmate Health Care
- Lab Supplies & Services
- Legislative Issues Back-up
- Marine Science Center Aquatic Supplies, Services, Equipment, & Repairs
- Medical Examiner Services and Supplies
- Medical gas
- Office Equipment, Services, and Supplies (excluding computers)
- SCUBA Equipment
- Shredding Services
- Solid Waste Projects, Leachate Systems and Liners

**Vikky Bertling (CONST 6)**

**Procurement Analyst I**

**Phone: 386-626-6626; [VBertling@volusia.org](mailto:VBertling@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
  - Generators
  - Glass and Window repair and Replacement
  - Heating, Ventilation, & Air Conditioning Maintenance & Repairs, Parts, Supplies
  - Janitorial Services, Chemicals, and Supplies
  - Locksmiths, safes, and keys
  - Paint Products and Painting Contractors
  - Pest Control Services
  - Plumbing and Electrical Services and Supplies
  - Portable Toilet Rentals
  - Pressure Cleaning and Window Cleaning
  - Sludge Processing and Hauling
  - Training Back-up
  - Utilities Equipment, Services, Chemicals, and Supplies
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**SHAIRA RESTO, MBA, CPPB, FCCM - TEAM LEADER (CONST 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
- FDOT/LAP projects
- Insurance and Bond Reviews
- Professional and Contractual non-CCNA Services
- RFP Process Team Coordinator
- Task Assignments

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**Becki Bishop, C.P.M. (TECH 1)**  
**Sr. Procurement Analyst**  
**Phone: 386-822-5764; [RBishop@volusia.org](mailto:RBishop@volusia.org)**

- Advertising/Marketing Agency Services (County-wide)
- Contracts for non-CCNA Professional Services (as assigned)
- Court and Judicial Services Special Projects
- Financial Services and Reporting
- Fire Pension
- HR / Risk Management Projects
- Insurance and Financial Reporting
- Insurances – Medical and Property
- Legal Reports and Services
- Revenue Services, excluding Private Tag Agency

**Jennifer Ditslear, MBA, CPPB (CONST 5)**  
**Sr. Procurement Analyst**  
**Phone: 386-626-6627; [JDitslear@volusia.org](mailto:JDitslear@volusia.org)**

- Bid and Contract Phases for Construction Projects (as assigned):
- Building Inspections and Plan Review Services
- Bus Shelters Engineering and Fabrication/Delivery
- Contracts for CCNA / non-CCNA Professional Services (as assigned)
- FDOT/LAP Projects
- Insurance and Bond Reviews
- P-Card Coordinator
- Task Assignments, as assigned

**Inga Fegley, CPPO, CPPB (CONST 4)**  
**Sr. Procurement Analyst**  
**Phone: 386-626-6623; [IFegley@volusia.org](mailto:IFegley@volusia.org)**

- Bid and Contract Phases for Construction Projects (as assigned):
- Asphalt and Paving materials
- Contracts for CCNA / non-CCNA Professional Services (as assigned)
- Installation, delivery and removal of concrete
- Insurance and Bond Reviews
- Legislative Issues
- Task Assignments, as assigned