



# PURCHASING & CONTRACTS DIVISION



## STAFF RESPONSIBILITIES

**JEANIENE JENNINGS, CPPO, CPPB**

(COMM 1)

**DIRECTOR OF PURCHASING & CONTRACTS**

Office phone: 386-822-5789; [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
- 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

**Meghan Chestnut**  
**Staff Assistant II**

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

- Assistance for Division Director and Staff
- Budget Tracking
- CGI Training Materials Coordinator & Assistant to Trainers
- D&B Reports
- Department Receptionist
- Insurance Documentation Input & Distribution Back-up
- Invoice Processing
- Office Supplies/Printed Materials Ordering
- Payroll Processing & Kronos
- Professional Memberships & Renewals
- Public Records Requests
- 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)

- Backup Department Receptionist
- Document Distribution
- ECP Data Entry
- Maintain Database & Files for Purchase Orders & Master Agreements
- Maintain Database for Commodities
- Purchase Order Requisition Entry for Departments Without CGI Access
- Year-end close out

**PAM WILSKY, CPPO, CPPB**  
**(TECH 6)**  
**Activity Project Manager**

**Duckworth, John** .....(TECH 3)  
**Ott, Heidi** .....(CONST 6)  
**Thomas, Kendrick**.....(CONST 2)

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**KATHY WILLIAMS, MBA, CPPO, CPPB**  
**(TECH 4)**  
**Procurement Manager**

**Bishop, Becki**.....(TECH 1)  
**Kokitus, Andrew** .....(TECH 5)  
**Lacey Lassiter** .....(CONST 3)

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**SHAIRA RESTO, MBA, CPPB**  
**(CONST 1)**  
**Procurement Manager**

**Ditslear, Jennifer** .....(CONST 5)  
**Fegley, Inga**.....(CONST 4)  
**Freedman, Tabatha** .....(TECH 2)

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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)**

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

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**John Duckworth, CPPB, (TECH 3)**

**Procurement Analyst II**

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

**Heidi Ott (CONST 6)**

**Procurement Analyst I**

**Phone: 386-626-6626; [HOtt@volusia.org](mailto:HOtt@volusia.org)**

**Kendrick Thomas, CPPB (CONST 2)**

**Procurement Analyst II**

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

- 800 MHz Communications, Equipment, Services, and Supplies
- Audio/Visual & Photography Equipment and Supplies
- CGI Procurement Program Administrator and Report Writing
- Employee Computer Purchases
- Hardware,-Computers, Peripherals, and Related Services & Supplies
- Internet and Wireless Services and Equipment
- Network Infrastructure
- P-Card Back-up
- Software License and Maintenance Agreements
- Software Solutions
- Telephone Equipment, Services, and Supplies
- Website Development and Application Development
- Appliances Purchase and Repair
- Building Maintenance Services, Hardware, and Supplies
- Chemical, Herbicide, and Pesticide Supplies
- Doors and Overhead Doors, including maintenance and parts
- Electric Motor & Small Engine Repair, Maintenance & Purchase
- Elevator / Escalator Maintenance, Repair, and Inspection
- Fire Alarm, Security Systems, and Building Access Monitoring & Repairs
- Floor Coverings (carpet, tile)
- Fountain Maintenance
- Freezer and Cooler Maintenance
- Generators
- Glass and Window repair and Replacement
- Heating, Ventilation, & Air Conditioning Maint. & Repairs, Parts, Supplies
- Janitorial Chemicals, Supplies and Services
- Janitorial Services
- Locksmiths, safes, and keys
- Paint Products and Painting Contractors
- Pest Control Services
- Plumbing and Electrical Services and Supplies
- Pressure Cleaning and Window Cleaning
- Sod
- Training Backup
- Welding Services and Gases
- Advertising, Marketing & Services - Radio & Newspaper, Plaques, Trophies, Promotional Materials & Items, Marine Science Center Gift Shop
- Artificial Reefs
- Beach & Park Concessions
- Beach Maintenance (Grading, Trash Removal & Disposal)
- Beach Restroom Maintenance and Cleaning
- Beach Tolls and Parking
- CGI Administration & Reporting Back-up
- Closed Captioning/Translation Services
- Clothing, Uniforms, and Footwear
- Fencing (Facilities & Land Management)
- Grounds/Landscaping Maintenance Mowing Services, Equipment and Supplies, and Irrigation
  - ❖ Ocean Center: Food Services and Trade Show Registration
- Parks, Recreation, and Culture:
  - ❖ Playground Equipment, Safety Surfaces & Shade Structures/Shelters
  - ❖ Summer Recreation and Special Projects
- Portable Toilets
- Printing Services (All depts./divisions)
- Safety Equipment and Supplies
- Signs (including traffic signs/materials)
- Training
- Voting Equipment, Services, Materials and supplies for Elections

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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)**

- Auction Services
- 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
- ECHO Grant Requests
- 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

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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)**

- Court and Judicial Services Special Projects
- Drug Court Supplies and Services
- EMS Billing
- Financial Services and Reporting
- Fire Pension
- HR / Risk Management Projects
- Insurance and Financial Reporting
- Insurance language liaison
- Insurances – Medical and Property
- Legal Reports and Services
- Processing for VGMC
- Revenue Services, excluding Private Tag Agency
- Security Guard Services
- Temporary Personnel

**Andrew Kokitus, MBA, CPPO, 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
- ATM's and Inmate Banking
- Correction Food Services
- Corrections Bedding, Clothing and Commissary
- County/Commercial Garbage & Recycling Services & Materials
- 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
- Marine Science Center Aquatic Supplies, Services, Equipment, & Repairs
- Medical Examiner Services and Supplies
- Medical gas
- NIGP Forum coordinator- Nsite boards.
- Office Equipment, Services, and Supplies (excluding computers)
- SCUBA Equipment
- Shredding Services

**Lacey Lassiter (CONST 3)**

**Procurement Analyst II**

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

- Copier Rental, Leasing, and Maintenance
- Fuel, Oil, and Lubricants and Fuel Card
- Heavy Equipment Purchase, Rental, Leasing, and Auction
- Library Services and Supplies
- Mail Machines, Mail, and Courier Services
- Safety Coordinator
- Sludge Processing and Hauling
- Tires, purchase and lease
- Towing – County and Sheriff's Office
- Transport – Paratransit / Votran services, Taxi cab services
- Utilities Equipment, Services, Chemicals, and Supplies
- Vehicle (Aircraft including Helicopters, Boat, Bus, Fire Truck, Motorcycle, and Automobile) Maintenance, Equipment, Supplies, Service, Purchase and Leasing
- Vending Service

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

- Asphalt and Paving materials
- Bid and Contract Phases for Construction Projects (as assigned):
- Bridge Repair, Materials, and Services including Bascule Bridge Repairs
- 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):
- Contracts for CCNA / non-CCNA Professional Services (as assigned)
- Installation, delivery and removal of concrete
- Insurance and Bond Reviews
- Legislative Issues
- Purchase of concrete
- Road base materials
- Solid Waste Projects, Leachate System and Liners.
- Task Assignments, as assigned

**Tabatha Freedman, MBA, CPPO, CPPB (TECH 2)**  
**Sr. Procurement Analyst**  
**Phone: 386-822-5788; [TFreedman@volusia.org](mailto:TFreedman@volusia.org)**

- Appraisals
  - Bid and Contract Phases for Construction Projects (as assigned)
  - CGI Procurement Program Admin. Backup and Report Writing
  - Communication Towers
  - Contracts for CCNA/non-CCNA Professional Services ( as assigned)
  - Demolition
  - Fire & Security including Building Access Projects
  - Insurance and Bond Review
  - Lead and Asbestos Testing
  - Office Leases and Hunt Leases
  - Sale of Real Property
  - Task Assignments (as assigned)
  - Traffic Engineering Equipment and Services
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