PURCHASING & CONTRACTS DIVISION

STAFF RESPONSIBILITIES

PAM WILSKY, CPPO, CPPB
(COMM 1)
DIRECTOR OF PURCHASING & CONTRACTS
Office phone: 386-822-5779; PWilsky@volusia.org

Contract Negotiation  Dispute Arbitration and Resolution  Policy and Procedure

• Consulting Services
• Contract Lead Negotiator for Division

• Professional and Contractual Services (not CCNA)
• Visa Lead Coordinator

JENNIFER DITSLEAR, MBA, CPPB
(TECH 6)
Procurement Manager
Bishop, Becki ...................(TECH 1)
Duckworth, John ............... (TECH 3)
Kokitus, Andrew ............... (TECH 5)

KATHY WILLIAMS, MBA, CPPO, CPPB
(TECH 4)
Procurement Manager
Chestnut, Meghan ............. (CONST 2)
Smith Lisa ..................... (CONST 3)
Ott, Heidi ...................... (CONST 6)

SHAIRA RESTO, MBA, CPPB
(CONST 1)
Procurement Manager
Fegley, Inga .................. (CONST 4)
Lassiter, Lacey ................ (TECH 2)
VACANT ...................... (CONST 5)

Denise Lewis
Sr. Staff Assistant
Phone: 386-626-6621; DLewis@volusia.org

Shannon Halfhill
Staff Assistant II
Phone: 386-822-5787; SHalfhill@volusia.org

Norma Rosales
Office Assistant IV
Phone: 386-626-6622; NRosales@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 (EDMS) 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

• 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
• Vendor Self Service (VSS) Contact and Assistance
• VISA Purchasing Card Delegate and Admin. Assistant
• Website Maintenance back-up

• Backup Department Receptionist
• Change Orders and Terminations PO & DO
• 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
JENNIFER DITSLEAR, MBA, CPPB  (TECH 6)
Procurement Manager
Phone: 386 626-6627; JDitslear@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
- E-Procurement
- Law enforcement supplies: guns, ammo, protective vests, cameras & services
- Memberships
- P-Card Coordinator
- Private Tag Agency
- RFP Process Team Coordinator

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

- ATMs
- Background checks
- 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
- Animal Control, Pet Food, Vet. Services, & Housing of Stray Animals
- Consulting Services, as assigned
- Corrections Bedding, Clothing, and Commissary
- Corrections Food Services
- County/Commercial Garbage & Recycling Services & Materials
- Drugs and Pharmacy Supplies, including storage & disposal
- Electronic Signature
- EVAC Inventory Control System
- Fire Services' Bunker/Protective Gear, Tools, Chemicals and Equipment, including repairs and maintenance
- Hazardous Materials Handling & Disposal
- Inmate Banking
- Inmate Health Care
- Lab Supplies & Services
- Legislative Issues
- 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

John Duckworth, CPPB,  (TECH 3)
Sr. Procurement Analyst
Phone: 386-822-5792; JDuckworth@volusia.org

- 800 MHz Communications, Equipment, Services, and Supplies
- ADA Compliance
- Audio/Visual & Photography Equipment and Supplies
- CGI Procurement Program Administrator and Report Writing
- Computers, Hardware, Peripherals, and Related Services & Supplies
- Employee Computer Purchases
- E-Procurement
- Internet and Wireless Services and Equipment
- Network Infrastructure
- P-Card Back-up
- 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

Andrew Kokitus, MBA, CPPO, CPPB  (TECH 5)
Sr. Procurement Analyst
Phone: 386-943-7009; AKokitus@volusia.org

- Animal Control, Pet Food, Vet. Services, & Housing of Stray Animals
- Consulting Services, as assigned
- Corrections Bedding, Clothing, and Commissary
- Corrections Food Services
- County/Commercial Garbage & Recycling Services & Materials
- Drugs and Pharmacy Supplies, including storage & disposal
- Electronic Signature
- EVAC Inventory Control System
- Fire Services' Bunker/Protective Gear, Tools, Chemicals and Equipment, including repairs and maintenance
- Hazardous Materials Handling & Disposal
- Inmate Banking
- Inmate Health Care
- Lab Supplies & Services
- Legislative Issues
- 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
KATHY WILLIAMS, MBA, CPPO, CPPB - TEAM LEADER (TECH 4)
Procurement Manager
Phone: 386-626-6625;  KWilliams@volusia.org

- Auction Services
- Beach Tolls & Parking
- CFAB Projects, including Contingency Funding Letter Contracts
- Communication Towers
- Consulting Services
- Contract Lead Negotiator for Team /Projects
- E-procurement
- 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)
- Master Document(s) Management
- Ocean Center Food Concession
- Ocean Center Parking Garage Concession
- Office Leases and Hunt Leases
- Residential Trash Collection & Recycling
- RFP Process Team Coordinator
- Summer Food Program, Community Assistance Special Projects

Meghan Chestnut  (CONST 2)
Procurement Analyst I
Phone:  386-626-6624;  MChestnut@volusia.org

- Plaques, Trophies, Promotional Materials & Items, Marine Science Center Gift Shop
- Beach Restroom Maintenance and Cleaning
- Building Maintenance Services, Hardware, and Supplies
- Clothing, Uniforms, and Footwear
- 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
- Janitorial Chemicals, Supplies and Services
- Janitorial Services
- Locksmiths, safes, and keys
- Ocean Center Trade Show Registration
- Paint Products and Painting Contractors
- Pest Control Services
- Plumbing and Electrical Services and Supplies
- Pressure Cleaning and Window Cleaning
- Safety Coordinator

Lisa Smith  (CONST 3)
Procurement Analyst II
Phone:  386-822-5788;  MLSmith@volusia.org

- Advertising, Marketing & Services - Radio & Newspaper,
- Beach & Park Concessions
- Beach Maintenance (Grading, Trash Removal & Disposal)
- Copier Rental, Leasing, and Maintenance
- Fuel, Oil, and Lubricants and Fuel Card
- Heavy Equipment Purchase, Rental, Leasing, and Auction
- Printing Services (All depts/divisions)
- 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 / Helicopters, Boat, Bus, Fire Truck, Motorcycle, and Automobile) Maintenance, Equipment, Supplies, Service, Purchase and Leasing
- Vending Service

Heidi Ott  (CONST 6)
Procurement Analyst I
Phone:  386-626-6626;  HOtt@volusia.org

- Appliances Purchase and Repair
- Artificial Reefs
- Asphalt and Paving materials
- Chemical, Herbicide, and Pesticide Supplies
- Closed Captioning/Translation Services
- Doors and Overhead Doors, including maintenance and parts
- Electric Motor & Small Engine Repair, Maintenance & Purchase
- Fencing (Facilities & Land Management)
- Generators
- Grounds/Landscaping Maintenance Mowing Services, Equipment and Supplies, and Irrigation
- Library Services and Supplies
- Mail Machines, Mail, and Courier Services
- Parks, Recreation, and Culture:
  - Playground Equipment, Safety Surfaces & Shade Structures / Shelters
  - Summer Recreation and Special Projects
- Portable Toilets
- Safety Equipment and Supplies
- Signs (including traffic signs & materials)
- Sod
- Training Backup
- Welding Services and Gases
SHAIRA RESTO, MBA, CPPB - TEAM LEADER (CONST 1)
Construction / Commodity Team - Procurement Manager
Phone: 386-822-5771; SResto@volusia.org

- Bid and Contract Phases for Construction Projects
- Bridge Repair, Materials, and Services including Bascule Bridge Repairs
- 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
- E-Procurement
- FDOT/LAP projects

- Insurance and Bond Reviews
- Professional and Contractual non-CCNA Services
- Public Records Requests
- RFP Process Team Coordinator
- Sale of Real Property
- Task Assignments

VACANT (CONST 5)
Procurement Analyst
Phone: 386-xxx-xxxx; _____@volusia.org

- Bid and Contract Phases for Construction Projects (as assigned):
- Contracts for CCNA / non-CCNA Professional Services (as assigned)
- FDOT/LAP Projects
- Insurance and Bond Reviews
- Task Assignments, as assigned

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

- Bid and Contract Phases for Construction Projects (as assigned):
- Building Inspections and Plan Review Services
- Bus Shelters Engineering and Fabrication/Delivery
- Concrete Installation, delivery, and removal
- Concrete Purchase
- Contracts for CCNA / non-CCNA Professional Services (as assigned)
- Insurance and Bond Reviews
- Road base materials
- Solid Waste Projects, Leachate System and Liners.
- Task Assignments, as assigned
- Training

- Appraisals
- Bid and Contract Phases for Construction Projects (as assigned)
- Community Development Rehabilitation Projects
- Community Services Construction Projects Housing Quotes
- Community Services Construction Projects RSQ's
- Contracts for CCNA/non-CCNA Professional Services (as assigned)
- Demolition
- Fire & Security including Building Access Projects
- Fire Alarm, Security Systems, and Building Access Monitoring & Repairs
- Insurance and Bond Review
- Lead and Asbestos Testing
- Task Assignments (as assigned)
- Traffic Engineering Equipment and Services

Lacey Lassiter (TECH 2)
Procurement Analyst II
Phone: 386-822-5772; LLassiter@volusia.org