



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

- Special Projects

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

**JENNIFER DITSLEAR, MBA, CPPB
(TECH 6)
Procurement Manager**

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

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

**Bishop, Becki(TECH 1)
Duckworth, John(TECH 3)
Kokitus, Andrew(TECH 5)**

**Chestnut, Meghan (CONST 2)
Smith Lisa (CONST 3)
Ott, Heidi (CONST 6)**

**Fegley, Inga (CONST 4)
Lassiter, Lacey (TECH 2)
V A C A N T (CONST 5)**

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**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
- Airport Parking
- 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

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 / Voltran 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
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V A C A N T (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

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

- 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
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