PURCHASING & CONTRACTS DIVISION
STAFF RESPONSIBILITIES

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

Consulting Services
Contract Lead Negotiator for Division

Dispute Arbitration and Resolution
Policy and Procedure

Professional and Contractual Services (not CCNA)
Special Projects

Maria Smith
Sr. Staff Assistant
Phone: 386-626-6621 MJSmith@volusia.org

- Assistant to Division Director and Staff
- Budget Tracking, Annual Preparation & Data Entry
- Contract Maintenance for Commodities - Scanning, Filing, & Database
- D&B Reports and References Check
- Electronic Records Conversion & Retention Division (EDMS) per GSL-1
- Forms Creation / Maintenance for Staff and on Web
- Intranet and Internet Web Page Maintenance / Administration
- Invoice Processing
- Office Supplies/Printed Materials Ordering
- Payroll Processing & Kronos
- Personnel File Processing, NeoGov, & HRM Advantage
- Professional Memberships & Renewals
- Records Management
- Visa Purchasing Card Delegate
- Year-End Close-out

Norma Rosales
Office Assistant IV
Phone: 386-626-6622 NRosales@volusia.org

- Backup Department Receptionist
- Change Orders and Terminations PO & DO
- Document Distribution
- ECP Data Entry
- Insurance Documentation Input & Distribution
- Mail Distribution and Processing
- 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, NIGP-CPP, CPPB
(TECH 6)
Activity Project Manager

Duckworth, John (TECH 3)
Halfhill, Shannon (CONST 2)
Chestnut, Meghan (CONST 5)
Kokitus, Andrew (TECH 5)
Ott, Heidi (CONST 6))

KATHY WILLIAMS, MBA, NIGP-CPP, CPPO, CPPB
(TECH 4)
Procurement Manager

CDBG-DR Procurement

SHAIRA RESTO, MBA, NIGP-CPP, CPPB
(CONST 1)
Procurement Manager

Fegley, Inga (CONST 4)
Freedman, Tabatha (TECH 1)
Lassiter, Lacey (TECH 2)
Smith Lisa (CONST 3)
Serwanski, Jalene (CONST 7)

See Page 2 - 3
See Page 4
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JENNIFER DITSLEAR, MBA, NIGP-CPP, CPPB
(TECH 6)
Activity Project Manager
Phone: 386-626-6627 JDitslear@volusia.org

- Advertising and Marketing services, Countywide
- Airport Concessions
- Airport Parking
- CGI Procurement System Team Leader
- Consulting Services CCNA and Non-CCNA
- Contract Lead Negotiator for Team /Projects
- Contracts for Services Management
- Debris Management, Removal and Disposal Services
- E-Procurement - Lead
- Memberships
- P-Card Administrator (backup)
- RFP Process Team Coordinator
- Special Projects (as assigned)
- Task Assignments (as assigned)

John Duckworth, NIGP-CPP, 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
- Contracts for non-CCNA Professional Services (as assigned)
- E-Procurement
- Employee Computer Purchases *
- Internet and Wireless Services and Equipment
- Network Infrastructure
- Software License and Maintenance Agreements
- Software Solutions
- Telephone Equipment, Services, and Supplies
- Website Development and Application Development

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

- Consulting Services (as assigned)
- Corrections Bedding, Clothing, and Commissary
- Corrections Food 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 Banking/Commissary
- Inmate Health Care
- Law enforcement supplies: guns, ammo, protective vests, cameras & services
- Legislative Issues
- Marine Science Center Aquatic Supplies, Services, Equipment, & Repairs
- Medical Examiner Services and Supplies
- Medical gas
- NIGP -Nite boards
- Transit – Paratransit / Votran Services, Taxi Cab Services
- Training moderator- for online training classes

Meghan Chestnut
(CONST 5)
Procurement Analyst II
Phone: 386-626-6624 Mchestnut@volusia.org

- Background Checks
- Beach Restroom Maintenance and Cleaning
- Beach Tolls & Parking
- Beach Maintenance
- Beach Concessions
- CGI Procurement Program Administrator and Report Writing (backup-trainee)
- CFAB Projects, including Contingency Funding Letter Contracts
- Community Services/Assistance Professional/Contractual Services and Special Projects: Indigent Burial• Dental Services• Summer Food Program
- Community Development Rehabilitation Projects
- Community Services Construction Projects Housing Quotes
- Community Services Construction Projects RSQ’s
- ECHO Grant Requests
- Furniture/Shelving, including repairs, replacement, & management of standards
- Safety Coordinator
- Training-/cgi
- Voting Equipment, Services, Materials and supplies for Elections
Shannon Halfhill  
(CONST 2)  
Procurement Analyst II  
Phone: 386-822-5764  
SHalfhill@volusia.org

- Plaques, Trophies, Promotional Materials & Items, Marine Science Center Gift Shop  
- 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 Maintenance & Repairs, Parts, Supplies  
- Janitorial Chemicals, Supplies and Services  
- Lead and Asbestos Testing 
- Locksmiths, safes, and keys  
- Paint Products and Painting Contractors  
- Pest Control Services  
- Plumbing and Electrical Services and Supplies  
- Pressure Cleaning and Window Cleaning

Heidi Ott  
(CONST 6)  
Procurement Analyst II  
Phone: 386-626-6626  
HOTT@volusia.org

- Appliances Purchase and Repair  
- Artificial Reefs  
- Closed Captioning/Translation Services  
- Doors and Overhead Doors, including maintenance and parts  
- Grounds/Landscaping Maintenance Mowing Services, Equipment and Supplies, and Irrigation  
- Library Services and Supplies  
- Mail Machines, Mail, and Courier Services  
- Ocean Center Trade Show Registration  
- Ocean Center Food Concession  
- Ocean Center Parking Garage Concession  
- Office Equipment, Services, and Supplies (excluding computers)  
- Parks, Recreation, and Culture:  
  - Playground Equipment, Safety Surfaces & Shade Structures / Shelters  
  - Summer Recreation and Special Projects  
- Portable Toilets  
- Shredding Services  
- Training-CGI
KATHY WILLIAMS, MBA, NIGP-CPP, CPPO, CPPB
(TECH 4)
Procurement Manager
Phone: 386-626-6625  KWilliams@volusia.org

- Auction Services / Surplus Property
- CDBG-DR-Procurement Special Projects Coordinator
- Communication Towers

- Office Leases and Land Leases
- Special Projects (as assigned)
## Construction, Professional Services & Related Commodities/Services

### SHAIRA RESTO, MBA, NIGP-CPP, 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
- Master Documents
- Professional and Contractual non-CCNA Services
- Public Records Requests
- Sale of Real Property
- Special Projects (as assigned)
- Task Assignments

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

- Bid and Contract Phases for Construction Projects:
- Building Inspections and Plan Review Services
- Bus Shelters Engineering and Fabrication/Delivery
- Construction Management/General Contracting (CM/GC)
- Contracts for CCNA / non-CCNA Professional Services
- Insurance and Bond Reviews
- Special Projects (as assigned)
- Solid Waste Projects, Leachate System and Liners.
- Task Assignments
- Training- Purchasing & Contracts 101 and Vendor Training

### Tabatha Freedman, NIGP-CPP, CPPO, CPPB, MBA (TECH 1)
**Sr. Procurement Analyst**  
Phone: 386-822-5702  
TFreedman@volusia.org

- CGI Procurement Program Administrator (Backup)
- Consulting Contracts CCNA and Non-CCNA
- Court and Judicial Services Special Projects
- Drug Court Supplies and Services
- E-Procurement
- EMS Billing
- Financial Services and Reporting
- HR / Risk Management Projects
- Insurance and Financial Reporting
- Insurance Language Liaison
- Insurances – Medical and Property
- Legal Reports and Services
- P-Card Administrator
- Revenue Services
- Security Guard Services
- Special Projects (as assigned)
- Task Assignments (as assigned)
- Temporary Personnel

### Lacey Lassiter
**Procurement Analyst II**  
(TECH 2)

- Appraisals
- Bid and Contract Phases for Construction Projects
- Contracts for CCNA/non-CCNA Professional Services
- Construction Management/General Contracting (CM/GC)
- Demolition
- Fire & Security including Building Access Projects
- Fire Alarm, Security Systems, and Building Access Monitoring & Repairs
- Insurance and Bond Review
- Special Projects, (as assigned)
- Task Assignments
- Traffic Engineering Equipment and Services

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

- Advertising, Marketing & Services - Radio & Newspaper,  
- Animal Control, Pet Food, Vet. Services, & Housing of Stray Animals  
- Copier Rental, Leasing, and Maintenance  
- Printing Services (All depts./divisions)  
- Electric Motor & Small Engine Repair, Maintenance & Purchase  
- Fuel, Oil, and Lubricants and Fuel Card  
- Generators  
- Heavy Equipment Purchase, Rental, Leasing, and Auction  
- Lab Supplies & Services  
- Processing for VGMC  
- Signs (including traffic signs & materials)  
- Sludge Processing and Hauling  
- Special Projects (as assigned)  
- Tires, purchase and lease  
- Towing  
- 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  
- Welding Services and Gases

Jalene Serwanski  
(CONST 7)  
Procurement Analyst II  
Phone: 386-626-6622  
jserwanski@volusia.org  

- Residential Trash Collection & Recycling  
- County/Commercial Garbage & Recycling Services & Materials  
- Asphalt and Paving materials, Road base materials  
- Concrete Installation, delivery, and removal  
- Fencing (Facilities & Land Management)  
- Safety Equipment and Supplies  
- Sod  
- Bid and Contract Phases for Construction Projects  
- Contracts for CCNA/non-CCNA Professional Services (as assigned)