



PURCHASING SERVICES AND CONTRACTS – STAFF RESPONSIBILITIES

<http://www.Brevardcounty.us>

2725 Judge Fran Jamieson Way, Bldg. C, Suite C-303, Viera, FL 32940

(321) 617-7390 Fax:(321) 617-7391 or (321) 637-5302

#1- Steve Stultz, CPM, DIRECTOR

Director of Central Services Group

Steve.Stultz@brevardcounty.us

Office (321) 637-5492

- Special Projects
- Insurance

PA#3 Leslie Rothering, CPPO, CPPB

Manager of Purchasing Services & Contracts

Leslie.Rothering@brevardcounty.us

- Education & Training
- Facilities Construction Projects
- Legal Services
- Natural Resources Projects
- SAP Team Leader/Maintenance
- TDC Projects
- Temporary Employment Services
- Transportation Engineering Const.
- Travel Agency Services
- *Backup in absence of PA #2*

PA #4 – Jon McLester, CPPO, CPPB

Supervisor of Purchasing Services and Contracts

Jonathan.McLester@brevardcounty.us

- Auto Repair & Parts
- IT/Communications Projects & Equipment
- Heavy Equipment
- Lube Oil, Gas Oil Filters- Crushed/Recycled
- Pumps Motors & Compressors, Generators
- Rentals - Heavy Equipment
- Roads and Bridge Road Construction & Materials
- SAP Team Leader/Maintenance
- Solid Waste Construction Projects
- Steel, Aluminum Iron & Scrap Metal
- Tire Equipment &, Supplies, Tire Shredding
- Traffic Signs & Materials
- Treatment Plant Chemicals & Supplies
- Vehicles, Trailers/Modulars
- Water Resource Projects
- *Backup in absence of PA # 3 -*

PA #5 – April Chapman

Purchasing Agent II

April.Chapman@brevardcounty.us

- A/C Equipment & Sales/Ice Machines
- Animal Control (including rabies tags)
- Appliances
- Bottled Water/Coolers
- Carpet & Drapes
- Construction Supplies Building/Roofing
- Copiers
- Electrical Parts & Services
- Elevator Maintenance
- Engineering Supplies & Drafting
- Fire Extinguishers
- Fire Rescue Medical Equip/Supplies
- Food
- Fuel
- Furniture
- Grassing Services
- Hardware/Tools/Fasteners/Batteries
- Housing-Renovation/Rehab Contracts
- Janitorial Services & Supplies
- Lawn Maintenance & Irrigation Projects
- Library Supplies & Books
- Mail/Courier Services
- Office Equipment & Supplies
- Medical Services (including Drug & Alcohol)
- Paint and Supplies
- Pest Control Scvs
- Pharmaceuticals/Lab/Supplies
- Plumbing Supplies & Services
- Port-A-Lets & Septic Tanks
- Printing
- Recycling – Solid Waste
- Safety Equipment & Supplies
- Security Services & Alarms
- Subscriptions (Over \$750)
- Tree Removal Services
- Uniform Purchase & Rental
- Utility Bills
- Welding Gases/Medical Oxygen
- *Backup in absence of PA #4*

PA #2 – Juliet Misconi, CPPB

Purchasing Agent II

Juliet.Misconi@brevardcounty.us

- All Parks and Recreation Commodities & Services
- A/C Equipment & Sales/Ice Machines – **Annual Bid**
- Chemicals, Herbicides & Fertilizers
- Copiers – **Annual Bid**
- Electrical Parts & Services – **Annual Bid**
- Fencing: Installation & Repair – **Annual Bid**
- Janitorial Supplies – **Annual Bid**
- Golf Course Retail
- Grassing Services – **Annual Bid**
- Irrigation Projects – Parks & Recreation Only
- Lawn Maintenance – Parks & Recreation Only
- Lawn Mowing Equipment –Parks & Rec. Only
- Parks and Recreation Construction
- Playground Equipment
- Plumbing Supplies & Services – **Annual Bid**
- Port-a-lets, Septic Tanks, Grease Traps – **Annual Bid**
- Recreation Supplies
- Safety Equip. and Supplies (PPE) – **Annual Bid**
- Tree Removal Services – **Annual Bid**
- *Backup in absence of PA # 5*

**** Specific tasks of Purchasing Agent Back-ups ****

1. Processing EPO's in absence of Prime PA.
2. Completing "Bid & Quote" openings in absence of Prime PA.
3. Processing all requisitions normally assigned to Prime PA when due date (including delivery time) is imminent. Categories will be shifted at the discretion of the Purchasing Manager

Barbara McKuhen

Executive Secretary

Barbara.McKuen@brevardcounty.us

Staff Support Functions

- Central Services Director & Purchasing Services Secretary
- Personnel Attendance - Timesheets for Central Services Group
- Requisition and Invoice Processing
- Advertisement Coordinator -Legal Ads, Invoice Processing for Legal Ads, SGTV & Synopsis
- Bid Package Processing - *DemandStar*
- Purchasing Card Distribution
- Bid Bond Return
- Records Retention for Purchasing Services
- SAP Vendor Requests
- Office and Operating Suppliers - Ordering
- Shipping/Priority Mail
- Process Travel Requests
- Receptionist - *Backup*
- *Backup - in absence of Data Control Specialist*

Jeanne Potter

Data Control Specialist

Jeanne.Potter@brevardcounty.us

Staff Support Functions

- Receptionist for Purchasing & Contracts
- Contract Management Monitoring, Maintenance & Filing
- Purchasing Services Term Contract List weekly updates and coordinate posting to County Web Page
- Purchase Order File Maintenance
- Support and Assistance to Procurement Staff as assigned
- Conference Room Reservations - Building C
- Purchasing Bulletin Board Maintenance
- Distribution of Specifications, Construction
- Prepare Bid File for Clerks Office
- Incoming Mail Distribution
- Shipping/Priority Mail
- *Backup - in absence of Executive Secretary*