



PURCHASING SERVICES AND CONTRACTS – STAFF RESPONSIBILITIES
<http://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

Revised 2/16/10

#1– Steve Stultz , CPM
Director of Central Services Group
Steve.Stultz@brevardcounty.us
 Special Projects
 Insurance

PA #5 – April Chapman
Purchasing Agent II
April.Chapman@brevardcounty.us
 A/C Equipment & Sales/Ice Machine
 Appliances, TV's & VCR's
 Asbestos Monitoring
 Carpet & Drapes
 Construction –Building/Roofing Supplies
 Derelict Vessels
 Elevator Maintenance
 Fire Rescue Medical Equip/Supplies
 Fire Extinguishers
 Hardware/Tools/Fasteners/Batteries
 Housing-Renovation/Rehab Contracts
 Irrigation Projects
 Lab Analysis
 Lawn Maintenance
 Mail/Courier Services
 Medical Services (including Drug & Alcohol)
 Misc.Animal Control (including rabies tags)
 Mosquito Control Chemicals
 Paint & Paint Supplies
 Pest Control Svcs
 Pharmaceuticals/Lab/Supplies
 Printing
 Pumps Motors and Compressors
 Security Services & Alarms
 Solid Waste Projects
 Surveys/Appraisals (Not under BCC-19)
 Tire Shredding
 Tree Removal Services – *Other than Parks*
 Trailers and Modulars
 Uniform Purchase & Rental
 Waste Oil Collection
 Welding Gases/Medical Oxygen

Backup in absence of PA #4 – Jon McLester

PA#3 - Leslie Rothering, CPPB
Manager of Purchasing Services & Contracts
Leslie.Rothering@brevardcounty.us
 Education & Training
 Electrical Parts & Services
 Engineering Supplies & Drafting
 Facilities Construction Projects
 Food
 Furniture
 Legal Services
 Library Books
 Office Moves
 Natural Resources Management Projects
 Office Equipment (inc. copiers) /Supplies
 Plumbing Supplies, Svcs & PVC Pipe
 Port-A-Johns
 Septic Tanks
 Subscriptions
 TDC Projects
 Temporary Employment Svcs
 Transportation Engineering Const.
 Travel Agency Services
 Utility Bills
 SAP Team Leader/Maintenance & Training
Backup in absence of PA #2 – Juliet Misconi

PA # 2 - Juliet Misconi
Purchasing Agent II
Juliet.Misconi@brevardcounty.us
All Parks and Recreation Commodities & Services
 Chemicals, Herbicides & Fertilizers
 Fencing: Installation & Repair - Annual
 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
 Recreation Supplies
Tree Removal Services – Annual Bid
Backup in absence of PA # 5 –April Chapman

Staff Support
 Barbara McKuhen, Executive Secretary
Barbara.McKuhlen@brevardcounty.us
 Jeanne Potter, Data Control Specialist
Jeanne.Potter@brevardcounty.us

PA #4 – Jon McLester, CPPB
Purchasing Supervisor
Jonathan.McLester@brevardcounty.us
 Auto Repair & Parts
 IT/Communications Equipment & Projects
 Fuel
 Grassing Services
 Lawn Mowing Equipment
 Heavy Equipment
 Janitorial Services & Supplies
 Lube Oil & Gas
 Oil Filters - Crushed/Recycled
 Regional Stormwater Construction Projects
 Rentals – Heavy Equipment
 Roads and Bridge Road Construction
 Materials (Asphalt, Concrete, Base Rock, Sidewalks, Concrete/Metal Pipe, Sand/Fill)
 Safety Equipment
 Steel, Aluminum Iron & Scrap Metal
 Tire Equipment and Supplies
 Traffic Signs & Materials
 Treatment Plant Chemicals & Supplies
 Vehicles
 Water Resource Projects
 Well Drilling/Services
 SAP Maintenance & Training
Backup in absence of PA # 3 – Leslie Rothering

**** 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 is imminent.
 Categories will be shifted at the discretion of the Purchasing Manger.