



**School Board of Seminole County  
Purchasing and Distribution Services  
Staff Commodity/Services Responsibility List - INTERIM LIST DRAFT  
400 E. Lake Mary Blvd., Sanford, FL 32773 Office: (407) 320-0239; Fax: (407) 320-0474**

<https://www.scps.k12.fl.us/district/departments/purchasing/>

**Cheryl Olson, MBA, CPPO, C.P.M, CPM  
Director  
407-320-0243**

**Roxana Siaca, CPPB  
Senior Procurement Agent  
407-320-0544**

**Kent Rossi, Jr.  
Procurement Agent II  
407-320-0376**

<u>Category</u>	<a href="mailto:Cheryl_Olson@scps.k12.fl.us">Cheryl_Olson@scps.k12.fl.us</a>	<u>Category</u>	<a href="mailto:siacawz@scps.k12.fl.us">siacawz@scps.k12.fl.us</a>	<u>Category</u>	<a href="mailto:rossikj@scps.k12.fl.us">rossikj@scps.k12.fl.us</a>
24000	Advertisements - Legal Ads	04020	Asbestos and Mold Remediation Services	01000	Appliances - Small (Not for Cafeteria)
25410	Consultants - Special Projects RFP	06000	CCNA - Architect, Engineering & Planning Services	02400	Art Paper
24500	Legal Services	06500	CCNA - Construction Management at Risk Services	02500	Art Furniture & Equipment
24550	State Legislative Services	06300	CCNA - Electrical Engineering Services	02000	Art Supplies (Excluding Paper)
	Review & Approval of all District Contracts	06400	CCNA - Environmental & Geotechnical Services	26200	Automobile & Bus Purchases, Parts & Repair Services
		06350	CCNA - Geotech., Materials Testing and Threshold Inspect.	03160	Batteries - General Purpose & Rechargeable
	<b>Dom Sotero, CPPO, CPPB Senior Procurement Agent 407-320-0237</b>	06600	CCNA - Land Surveying Services	10600	Cafeteria Cleaning Supplies
<u>Category</u>	<a href="mailto:soterodz@scps.k12.fl.us">soterodz@scps.k12.fl.us</a>	06700	CCNA - Mechanical Engineering Services	08450	Cafeteria Smallwares & Supplies
	Federal Grants Procurement Compliance Coordinator	06200	Construction Documentation Printing	10450	Cafeteria Equipment - Kitchen - Heavy, Food Preparation
02450	Artistic - Graphic Design Services	06250	Construction Services - General Contractor & Roofing	10475	Cafeteria Equipment Maintenance
18000	Awards, Novelty, Promotional & Recognition Items	TBD	Consultants - Facilities Planning	10525	Cafeteria Equipment - Serving Line
22000	Child Care Services & Title I/II Providers	15200	Consultants - Property & Casualty	10075	Cafeteria Tables
24200	Consultants - Grants/Evaluators	06900	Design Build Services	16000	Clinic Equipment & Supplies
14100	Consultants - Health Services	18200	Drafting Equipment & Supplies	27200	Commercial Bus Services
16050	Cosmetology Supplies & Equipment	23900	Financial Services - Audit Services	14200	Consultants - Red Apple Dining
27225	Field Trip (All Inclusive) Agreements	23000	Financial Services - Banking	08000	Custodial Bags & Liners - Warehouse
16100	Healthcare Services - Drug & Clinical Testing	23252	Financial Services - Bond Consultants	08100	Custodial Cleaning Supplies
16200	Healthcare Services - Employee Assistance Services	23600	Financial Services - Investments	08400	Custodial Paper Supplies - Warehouse
16400	Healthcare Services - Professional	23500	Financial Services - Purchasing Card	24300	Employment Services, Temporary Staffing
14000	Insurance - Health	23800	Financial Services - Underwriting Services	04325	Flags, Poles & Accessories
25460	Software - Human Resources	06825	Owner Direct Purchases - ITB	10150	Food - Bakery Products
25555	Software - Legal Services	06850	Owner Direct Purchases - CM & DB	10375	Food - Fresh Produce
25565	Software - School Board	05500	Real Estate Services and Software	10225	Food - General Grocery
27300	Special Events - Proms, Homecomings, etc.	25452	Software - Facilities Planning	10300	Food - Milk & Juice
27000	Transportation Services - Airline, Car Rental & Bus Tickets	15000	Insurance - Property & Casualty	26350	Fuel - Diesel & Gas
27400	Travel Agencies & Hotel Reservations	15100	Insurance - Student Accident	11000	Furniture - Classroom & Office
05000	Uniforms - Band, Employee, Etc.	25455	Software - Financial Operations	20000	Furniture - Lab - Computer, Science, Etc.
				26400	Golf Carts, Supplies & Services
				16300	Health Equipment & Supplies - First Aid
				04550	Materials Handling Equipment, Supplies
	Purchasing Card Program Contact/Trainer			12300	Media Center Furniture & Equipment
	Teacher Supply Card Program Contact/Trainer			04575	Moving & Storage Services
		<b>Gaby Madrid Procurement Agent I - VendorLink Contact 407-320-0149</b>		18450	Office & Classroom Supplies, General (Not Equipment)
				18500	Paper - Classroom, Computer, Copier, Etc.
	<b>Teresa Delk Executive Secretary (Shared with Risk Management) 407-320-0057 <a href="mailto:Teresa_Delk@scps.k12.fl.us">Teresa_Delk@scps.k12.fl.us</a></b>	<b>Gabriela_Madrid@scps.k12.fl.us</b>	TBD		Radio Equipment, Maintenance and Repair Services
	Amazon Business Account Point of Contact		Purchasing Card Program Backup	04700	Safety & Security Equipment, Supplies & Services
	Certificates of Liability Insurance		Teacher Supply Card Program Backup	21300	Security Systems
	Department Budget Contact		Legal Ads, Public Bid and Meeting Notices Backup to Teresa	25595	Software - Red Apple Dining
	Legal Ads, Public Bid and Meeting Notices		VendorLink Reports & Website Liaison	25570	Software - Security Services
	Payroll & Postage Reports		Vendor Application Process Liaison	25590	Software - Transportation Services
	Workers Compensation Insurance		(Please See Page 2 for Remaining Staff Responsibilities)	26500	Tires - New, ReCap & Services
	Backup to Procurement Agent I	Blue	Roxana's Responsibilities	28000	Utilities - Electric, Sewer, Water & Natural Gas
		Yellow	Cheryl Olson's Responsibilities	28400	Utilities - LP Gas
		Pink	Luangel Lowder's Responsibilities		



**School Board of Seminole County  
Purchasing and Distribution Services  
Staff Commodity/Services Responsibility List - INTERIM LIST DRAFT  
400 E. Lake Mary Blvd., Sanford, FL 32773 Office: (407) 320-0239; Fax: (407) 320-0474**

<https://www.scps.k12.fl.us/district/departments/purchasing/>

			<b>Misty Schoenly</b>		<b>Luangel Lowder</b>
	<b>Bhumika Nathoo, CPPB</b>		<b>Procurement Agent III</b>		<b>Procurement Agent II</b>
	<b>Procurement Agent III</b>		<b>407-320-0262</b>		<b>407-320-0240</b>
<b>Category</b>	<b>407-320-0375</b>	<b>Category</b>	<b>schoenmz@scps.k12.fl.us</b>	<b>Category</b>	<b>Luangel_Lowder@scps.k12.fl.us</b>
03000	<b>nathoobz@scps.k12.fl.us</b>	24100	Auctioneering Services	04000	A/C Equipment, Supplies, Repairs & Maintenance
06100	Audio Visual Equipment & Supplies	18050	Books - General Classroom	19500	Athletic Equipment & Supplies
03200	Cable - Supplies & Installation Services	12000	Books - Media Center	04100	Carpentry & Building Tools & Supplies
18100	Cable - TV Services	13000	Books - Text Books	04150	Concrete, Dirt, Rock, Sand, Shell & Related Services
25150	Calculators - Classroom	24210	Consultants - Educational & Professional Development	TBD	Consultants - Facilities Maintenance
25100	Computer Accessories	24400	Consultants - ESSS Service & Support	08200	Custodial Equipment & Services
25000	Computer Internet & Intranet Services	24220	Consultants - Student Instructional Services	04180	Disaster Recovery, Debris Removal & Monitoring Services
25050	Computer Maintenance & Repair	18650	Consultants - Testing & Data Processing Services	04510	Door Materials, Locks & Repair Services
25250	Computer Memory, RAM	30150	Diplomas	04200	Electrical & Plumbing Equipment, Supplies & Services
25400	Computers, Desktops, Laptops, Servers, Etc.	N/A	ECTAC Agreements	04225	Elevators, Parts, Maintenance & Installation
07200	Consultants - Programming Services	30100	Graduation & Related Commemorative Items	24325	Employment Services, Temporary Staffing - Custodial
07400	Copiers - Equipment Lease or Rental	30000	Graduation Facility Contracts	04250	Fencing Materials & Services
07600	Copiers - Equipment Maintenance & Repair	12200	Media Center Supplies	04275	Fertilizers & Pesticides Supplies & Services
07800	Copiers - Equipment Purchase	17000	Music Furniture	04300	Fire Equipment, Alarms & Maintenance
00008	Copiers - Supplies	17200	Music Instrument Maintenance & Repairs	04350	Flooring Materials, Installation & Supplies
21000	Digitizing Services	17100	Music Instruments	28200	Garbage & Hazardous Waste Disposal Services
03600	Identification Systems & Supplies	17500	Music Supplies	TBD	Generator Equipment, Maintenance and Repairs
18400	Network Hardware - Servers, Switches, Racks, Access Points	17300	Music Systems	04375	Hardware - General Equipment & Supplies
15500	Office Equipment, Maintenance & Repair	12400	Periodicals, Magazines & Newspaper Subscriptions	04725	Irrigation Systems
25350	Postage & Mail Equipment & Services	22500	Professional Development - Seminar & Workshop Fees	04475	Lawn - Athletic Field Materials & Maintenance
18550	Printers & Supplies	09500	Professional Memberships & Fees	04450	Lawn - Equipment, Supplies & Services
03520	Printing Services	30250	School Pictures	04425	LED and Fluorescent Lights
25450	Readers, Magnetic Card	20500	Science Equipment & Supplies	04900	Maintenance Equipment Repairs & Services
25451	Software - Communications - Licenses & Renewals	25550	Software - Instructional Resources	04600	Paint Equipment, Supplies & Services
25500	Software - Communications - Maintenance, Support & Renewals	25560	Software - Professional Development	04160	Paving & Asphalt Supplies & Services
25525	Software - I.S. Operations Licenses & Renewals	25580	Software - Student Instruction	19000	Playground Equipment, Bleachers & Installation
25575	Software - I.S. Operations - Maintenance, Support & Renewals	25585	Software - Tests	04680	Portable Building & Classroom Purchase & Rental
25650	Software - Student Data Operations & Tracking	16500	Speech and Hearing Equipment & Supplies	04910	Rental of Furniture and Equipment
	Telecommunications Equipment & Services	18600	Testing Equipment, Software & Supplies	03360	Signs, Marques & Banners
		30200	Yearbook Agreements	25453	Software - Facilities Maintenance
	<b>Christina Westley</b>			04750	Tools - Hand, Power & Supplies
	<b>Information Services Project Specialist II</b>			04825	Windows & Coverings
	<b>407-320-0141</b>				
	<b>Christina_Westley@scps.k12.fl.us</b>				<b>Programs To Be Assigned:</b>
	Computer Store Orders	Blue	Roxana's Responsibilities		
		Yellow	Cheryl Olson's Responsibilities		Home Depot Business Account
		Pink	Luangel Lowder's Responsibilities		Lowe's Business Account