



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 Category Cheryl_Olson@scps.k12.fl.us		Roxana Siaca, CPPB Senior Procurement Agent 407-320-0544 Category siacawz@scps.k12.fl.us		Vacant Procurement Agent II 407-320-0376 Category	
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
		06600	CCNA - Land Surveying Services	10600	Cafeteria Cleaning Supplies
	Dom Sotero, CPPO, CPPB Senior Procurement Agent 407-320-0237 Category soterodz@scps.k12.fl.us	06700	CCNA - Mechanical Engineering Services	08450	Cafeteria Smallwares & Supplies
		06200	Construction Documentation Printing	10450	Cafeteria Equipment - Kitchen - Heavy, Food Preparation
		06250	Construction Services - General Contractor & Roofing	10475	Cafeteria Equipment Maintenance
	Federal Grants Procurement Compliance Coordinator	15400	Consultants - Facilities Planning	10525	Cafeteria Equipment - Serving Line
02450	Artistic - Graphic Design Services	15200	Consultants - Property & Casualty	10075	Cafeteria Tables
18000	Awards, Novelty, Promotional & Recognition Items	06900	Design Build Services	16000	Clinic Equipment & Supplies
22000	Child Care Services & Title I/II Providers	18200	Drafting Equipment & Supplies	27200	Commercial Bus Services
14500	Consultants - Advertising and Marketing	23100	Financial Services - Actuarial	14200	Consultants - Red Apple Dining
24200	Consultants - Grants/Evaluators	23900	Financial Services - Audit Services	08000	Custodial Bags & Liners - Warehouse
14100	Consultants - Health Services	23000	Financial Services - Banking	08100	Custodial Cleaning Supplies
16050	Cosmetology Supplies & Equipment	23252	Financial Services - Bond Consultants	08400	Custodial Paper Supplies - Warehouse
27225	Field Trip (All Inclusive) Agreements	23600	Financial Services - Investments	24300	Employment Services, Temporary Staffing
15300	FingerPrint/Badge Services - Human Resources	23500	Financial Services - Purchasing Card	04325	Flags, Poles & Accessories
16100	Healthcare Services - Drug & Clinical Testing	23800	Financial Services - Underwriting Services	10150	Food - Bakery Products
16200	Healthcare Services - Employee Assistance Services	06825	Owner Direct Purchases - ITB	10375	Food - Fresh Produce
16400	Healthcare Services - Professional	06850	Owner Direct Purchases - CM & DB	10225	Food - General Grocery
14000	Insurance - Health	05500	Real Estate Services and Software	10300	Food - Milk & Juice
25460	Software - Human Resources	25452	Software - Facilities Planning	26350	Fuel - Diesel & Gas
25555	Software - Legal Services	15000	Insurance - Property & Casualty	11000	Furniture - Classroom & Office
25565	Software - School Board	15100	Insurance - Student Accident	20000	Furniture - Lab - Computer, Science, Etc.
27300	Special Events - Proms, Homecomings, etc.	25455	Software - Financial Operations	26400	Golf Carts, Supplies & Services
27000	Transportation Services - Airline, Car Rental & Bus Tickets			16300	Health Equipment & Supplies - First Aid
27400	Travel Agencies & Hotel Reservations		Teacher Classroom Supply Program Contact/Trainer Backup	04550	Materials Handling Equipment, Supplies
05000	Uniforms - Band, Employee, Etc.			12300	Media Center Furniture & Equipment
				04575	Moving & Storage Services
	Purchasing Card Program Contact/Trainer		Gaby Madrid	18450	Office & Classroom Supplies, General (Not Equipment)
	Teacher Classroom Supply Program Contact/Trainer		Procurement Agent I - VendorLink Contact	18500	Paper - Classroom, Computer, Copier, Etc.
			407-320-0149	25600	Radio Equipment, Maintenance and Repair Services
	Teresa Delk Executive Secretary (Shared with Risk Management) 407-320-0057 Teresa_Delk@scps.k12.fl.us		Gabriela_Madrid@scps.k12.fl.us	04700	Safety & Security Equipment, Supplies & Services
	Amazon Business Account Point of Contact		Purchasing Card Program Backup	21300	Security Systems
	Certificates of Liability Insurance		Teacher Classroom Supply Program Backup	25595	Software - Red Apple Dining
	Department Budget Contact		Legal Ads, Public Bid and Meeting Notices Backup to Teresa	25570	Software - Security Services
	Legal Ads, Public Bid and Meeting Notices		VendorLink Reports & Website Liaison	25590	Software - Transportation Services
	Payroll & Postage Reports		Vendor Application Process Liaison	26500	Tires - New, ReCap & Services
	Workers Compensation Insurance	Blue	(Please See Page 2 for Remaining Staff Responsibilities)	28000	Utilities - Electric, Sewer, Water & Natural Gas
	Backup to Procurement Agent I	Yellow		28400	Utilities - LP Gas
	Teacher Classroom Supply Program Backup	Pink	Roxana's Responsibilities		
			Cheryl Olson's Responsibilities		
			Luangel Lowder's Responsibilities		

