



School Board of Seminole County
Purchasing and Distribution Services
Staff Commodity/Services Responsibility List
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

Rob Crews
Procurement Agent III
407-320-0237

Yonney Dominguez
Procurement Agent III
407-320-0376

<u>Category</u>	<u>Cheryl_Olson@scps.k12.fl.us</u>	<u>Category</u>	<u>Rob_Crews@scps.k12.fl.us</u>	<u>Category</u>	<u>domingyz@scps.k12.fl.us</u>
24550	State Legislative Services	04000	A/C Equipment, Supplies, Repairs & Maintenance	24000	Advertisements - Legal Ads
25410	Consultants - Special Projects RFP	01000	Appliances - Small (Not for Cafeteria)	10450	Cafeteria Equipment - Kitchen - Heavy, Food Preparation
	Review & Approval of all District Contracts	02500	Art Furniture & Equipment	10525	Cafeteria Equipment - Serving Line
		19500	Athletic Equipment & Supplies	10075	Cafeteria Tables
	Roxana Siaca, CPPB	26200	Automobile & Bus Purchases, Parts & Repair Services	06000	CCNA - Architect, Engineering & Planning Services
	Senior Procurement Agent	04100	Carpentry & Building Tools & Supplies	06500	CCNA - Construction Management at Risk Services
	407-320-0544	04150	Concrete, Dirt, Rock, Sand, Shell & Related Services	06300	CCNA - Electrical Engineering Services
<u>Category</u>	<u>siacawz@scps.k12.fl.us</u>	08200	Custodial Equipment & Services	06400	CCNA - Environmental & Geotechnical Services
	Federal Grants Procurement Compliance Coordinator	04510	Door Materials, Locks & Repair Services	06600	CCNA - Land Surveying Services
23000	Financial Services	18200	Drafting Equipment & Supplies	06700	CCNA - Mechanical Engineering Services
15000	Insurance - Property & Casualty	04200	Electrical & Plumbing Equipment, Supplies & Services	06200	Construction Documentation Printing
15100	Consultants - Property & Casualty	04225	Elevators, Parts, Maintenance & Installation	06250	Construction Services - General Contractor & Roofing
24200	Consultants - Grants/Evaluators	24325	Employment Services, Temporary Staffing - Custodial	14100	Consultants - Health Services
25455	Software - Financial Operations	04250	Fencing Materials & Services	06900	Design Build Services
25460	Software - Human Resources	04275	Fertilizers & Pesticides Supplies & Services	24300	Employment Services, Temporary Staffing
25555	Software - Legal Services	04300	Fire Equipment, Alarms & Maintenance	10150	Food - Bakery Products
25565	Software - School Board	04350	Flooring Materials, Installation & Supplies	10375	Food - Fresh Produce
	VendorLink Reports	26350	Fuel - Diesel & Gas	10225	Food - General Grocery
		28200	Garbage & Hazardous Waste Disposal Services	10300	Food - Milk & Juice
	Holly Acord	26400	Golf Carts, Supplies & Services	11000	Furniture - Classroom & Office
	Executive Secretary (Shared with Risk Management)	04375	Hardware - General Equipment & Supplies	20000	Furniture - Lab - Computer, Science, Etc.
	407-320-0047	04725	Irrigation Systems	16100	Healthcare Services - Drug & Clinical Testing
	Holly_Acord@scps.k12.fl.us	04475	Lawn - Athletic Field Materials & Maintenance	16200	Healthcare Services - Employee Assistance Services
	Certificates of Liability Insurance	04450	Lawn - Equipment, Supplies & Services	16400	Healthcare Services - Professional
	Department Budget Contact	04425	LED and Fluorescent Lights	14000	Insurance - Health
	Legal Ads, Public Bid and Meeting Notices	04900	Maintenance Equipment Repairs & Services	24500	Legal Services
	Payroll	04550	Materials Handling Equipment, Supplies	06825	Owner Direct Purchases - ITB
	Postage Reports	04600	Paint Equipment, Supplies & Services	06850	Owner Direct Purchases - CM & DB
	Website Liaison	04160	Paving & Asphalt Supplies & Services	12300	Media Center Furniture & Equipment
	Workers Compensation Insurance	19000	Playground Equipment, Bleachers & Installation	04575	Moving & Storage Services
		04680	Portable Building & Classroom Purchase & Rental	05500	Real Estate Services and Software
	Chris Breese - Procurement Agent I - VendorLink Contact	15500	Postage & Mail Equipment & Services	28000	Utilities - Electric, Sewer, Water & Natural Gas
	407-320-0149	04910	Rental of Furniture and Equipment		
	breesezc@scps.k12.fl.us	04700	Safety & Security Equipment, Supplies & Services		
		03360	Signs, Marques & Banners		
	Christina Westley	21300	Security Systems		
	Information Services Project Specialist II	25570	Software - Security Services		
	407-320-0141	25590	Software - Transportation Services		
	Christina_Westley@scps.k12.fl.us	26500	Tires - New, ReCap & Services		
	Computer Store Orders	04750	Tools - Hand, Power & Supplies		
		28400	Utilities - LP Gas		
	(Please See Page 2 for Remaining Staff Responsibilities)	04825	Windows & Coverings		

