



**School Board of Seminole County
Purchasing and Distribution Services
Staff Commodity/Services Responsibility List
400 East Lake Mary Boulevard,
Sanford, Florida 32773 Office: (407) 320-0239; Fax: (407) 320-0474
<https://www.scps.k12.fl.us/district/departments/purchasing/>**

Gregory A. Long, MBA, CPPO, C.P.M.
Director
407-320-0243

Vacant
Senior Procurement Agent
407-320-0544

Gaby Madrid
Procurement Agent II
407-320-0149

Category	longga@scps.k12.fl.us	Category	TBD	Category	Gabiela_Madrid@scps.k12.fl.us
24000	Advertisements - Legal Ads	06000	CCNA - Architect, Engineering & Planning Services	01000	Appliances - Small (Not for Cafeteria)
25410	Consultants - Special Projects RFP	06500	CCNA - Construction Management at Risk Services	02500	Art Furniture & Equipment
24500	Legal Services	06300	CCNA - Electrical Engineering Services	02400	Art Paper
30500	Referees / Officials for Sporting Events	06400	CCNA - Environmental & Geotechnical Services	02000	Art Supplies (Excluding Paper)
24550	State Legislative Services	06350	CCNA - Geotech., Materials Testing and Threshold Inspect.	10600	Cafeteria Cleaning Supplies
28000	Utilities - Electric, Sewer, Water & Natural Gas	06600	CCNA - Land Surveying Services	10450	Cafeteria Equipment - Kitchen - Heavy, Food Preparation
28400	Utilities - LP Gas	06700	CCNA - Mechanical Engineering Services	10525	Cafeteria Equipment - Serving Line
	Review & Approval of all District Contracts	06725	CCNA - Roofing Consulting Services	10475	Cafeteria Equipment Maintenance
		06200	Construction Documentation Printing	08450	Cafeteria Smallwares & Supplies
	Dom P. Sotero, CPPO, CPPB	06250	Construction Services - General Contractor & Roofing	10075	Cafeteria Tables
	Senior Procurement Agent	15400	Consultants - Facilities Planning	16000	Clinic Equipment & Supplies
	407-320-0237	15200	Consultants - Property & Casualty	14200	Consultants - Red Apple Dining
Category	soterodz@scps.k12.fl.us	15225	Consultants - Risk Management	08000	Custodial Bags & Liners - Warehouse
	Federal Grants Procurement Compliance Coordinator	06900	Design Build Services	08100	Custodial Cleaning Supplies
02450	Artistic - Graphic Design Services	18200	Drafting Equipment & Supplies	08400	Custodial Paper Supplies - Warehouse
18000	Awards, Novelty, Promotional & Recognition Items	23100	Financial Services - Actuarial	24300	Employment Services, Temporary Staffing
22000	Child Care Services & Title I/II Providers	23900	Financial Services - Audit Services	04325	Flags, Poles & Accessories
14050	Consultants - Advertising and Marketing	23000	Financial Services - Banking	10150	Food - Bakery Products
24200	Consultants - Grants/Evaluators	23250	Financial Services - Bond Consultants	10375	Food - Fresh Produce
14100	Consultants - Health Services	23600	Financial Services - Investments	10225	Food - General Grocery
16050	Cosmetology Supplies & Equipment	23500	Financial Services - Purchasing Card	10300	Food - Milk & Juice
27225	Field Trip (All Inclusive) Agreements	23800	Financial Services - Underwriting Services	11000	Furniture - Classroom & Office
15300	FingerPrint/Badge Services - Human Resources	15000	Insurance - Property & Casualty	20000	Furniture - Lab - Computer, Science, Etc.
16100	Healthcare Services - Drug & Clinical Testing	15100	Insurance - Student Accident	16300	Health Equipment & Supplies - First Aid
16200	Healthcare Services - Employee Assistance Services	06850	Owner Direct Purchases - CM & DB	04550	Materials Handling Equipment, Supplies
16400	Healthcare Services - Professional	06825	Owner Direct Purchases - ITB	12300	Media Center Furniture & Equipment
14000	Insurance - Health	05500	Real Estate Services and Software	04575	Moving & Storage Services
25460	Software - Human Resources	25452	Software - Facilities Planning	18450	Office & Classroom Supplies, General (Not Equipment)
25555	Software - Legal Services	25455	Software - Financial Operations	18500	Paper - Classroom, Computer, Copier, Etc.
25565	Software - School Board			25595	Software - Red Apple Dining
27300	Special Events - Proms, Homecomings, etc.			03160	Batteries - General Purpose & Rechargeable
27000	Transportation Services - Airline, Car Rental & Bus Tickets		PO Backup: Dom Sotero		
27400	Travel Agencies & Hotel Reservations				
05000	Uniforms - Band, Employee, Etc.				PO Backup: Alfonso Segura
27200	Commercial Bus Services				
	PO Backup: Senior Procurement Agent		(Please See Page 2 for Remaining Staff Responsibilities)		



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	Suzanne Force Purchasing & Risk Management Specialist 407-320-0057 susanne_force@scps.k12.fl.us Department Budget Contact Legal Advertisements, Public Bid, and Meeting Notices Payroll & Postage Reports Vendor Application Process Liaison/Website Liaison Department Supplies		Jonathan Morales Procurement Agent I 407-320-0375 moralejz2@scps.k12.fl.us VendorLink Reports Purchasing Card Program Administrator/Trainer Amazon Business Account Administrator/Trainer Amazon Teacher Classroom Supply Program Administrator/Trainer Home Depot Business Account Lowe's Business Account		Christina Westley Information Services Project Specialist II 407-320-0141 Christina_Westley@scps.k12.fl.us Computer Store Orders
Purple	Holly Acord is currently handling.				
Yellow	Dom Sotero is currently handling				
Blue	Kent Rossi is currently handling				
Green	Gaby is currently handling.				

Last update: 3/23/22