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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

	TM		Samord, Florida 32773 Office. (407) 320-0239, Flax. (407) 320-0474			
	https://www.scps.k12.fl.us/district/departments/purchasing/		eartments/purchasing/			
	Gregory A. Long, MBA, CPPO, C.P.M.		Vacant		Gaby Madrid	
	Director		Senior Procurement Agent		Procurement Agent II	
	407-320-0243		407-320-0544		407-320-0149	
Category	longga@scps.k12.fl.us	Category	TBD	Category	Gabriela_Madrid@scps.k12.fl.us	
	Advertisements - Legal Ads		CCNA - Architect, Engineering & Planning Services	01000	Appliances - Small (Not for Cafeteria)	
25410	Consultants - Special Projects RFP		CCNA - Construction Management at Risk Services	02500	Art Furniture & Equipment	
24500	Legal Services		CCNA - Electrical Engineering Services	02400	Art Paper	
30500	Referees / Officials for Sporting Events		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		Consultants - Risk Management	08000	Custodial Bags & Liners - Warehouse	
	Federal Grants Procurement Compliance Coordinator		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		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		Financial Services - Purchasing Card	10300	Food - Milk & Juice	
	Field Trip (All Inclusive) Agreements		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		Insurance - Student Accident	16300	Health Equipment & Supplies - First Aid	
16200	Healthcare Services - Employee Assistance Services		Owner Direct Purchases - CM & DB	04550	Materials Handling Equipment, Supplies	
16400	Healthcare Services - Professional		Owner Direct Purchases - ITB	12300	Media Center Furniture & Equipment	
14000	Insurance - Health		Real Estate Services and Software	04575	Moving & Storage Services	
	Software - Human Resources		Software - Facilities Planning	18450	Office & Classroom Supplies, General (Not Equipment)	
	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.		DOD I D O I	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					
						
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	PO Backup: Senior Procurement Agent		(Please See Page 2 for Remaining Staff Responsibilities)			

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			https://www.scps.k12.fl.us/district/departments/		artments/purchasing/
			V (5		.,,
	Vacant		Kent Rossi		Alfonso Segura
	Procurement Agent II		Procurement Agent II		Procurement Agent II
	407-320-0544	_	407-320-0376		407-320-0240
Category	TBD	Category	rossikj@scps.k12.fl.us	Category	seguraaz@scps.k12.fl.us
	Audio Visual Equipment & Supplies		Auctioneering Services		A/C Equipment, Supplies, Repairs & Maintenance
	Cable - Supplies & Installation Services		Books - Digital Content		Asbestos and Mold Remediation Services
	Cable - TV Services		Books - General Classroom		Athletic Equipment & Supplies
18100	Calculators - Classroom		Books - Media Center		Automobile & Bus Purchases, Parts & Repair Services
	Computer Accessories		Books - Text Books	04100	Carpentry & Building Tools & Supplies
	Computer Internet & Intranet Services		Consultants - Educational & Professional Development	04150	Concrete, Dirt, Rock, Sand, Shell & Related Services
25000	Computer Maintenance & Repair		Consultants - ESSS Service & Support	24230	Consultants - Facilities Maintenance
	Computer Memory, RAM		Consultants - Student Instructional Services	08200	Custodial Equipment & Services
	Computers, Desktops, Laptops, Servers, Etc.		Consultants - Testing & Data Processing Services	04180	Disaster Recovery, Debris Removal & Monitoring Services
	Consultants - Programming Services		Diplomas		Door Materials, Locks & Repair Services
	Copiers - Equipment Lease or Rental		ECTAC Agreements	04200	Electrical & Plumbing Equipment, Supplies & Services
	Copiers - Equipment Maintenance & Repair		Graduation & Related Commemorative Items		Elevators, Parts, Maintenance & Installation
07600	Copiers - Equipment Purchase		Graduation Facility Contracts	24325	Employment Services, Temporary Staffing - Custodial
	Copiers - Supplies		Media Center Supplies	04250	Fencing Materials & Services
	Digitizing Services		Mental Health Services		Fertilizers & Pesticides Supplies & Services
	Identification Systems & Supplies		Music Instrument Maintenance & Repairs		Fire Equipment, Alarms & Maintenance
	Network Hardware - Servers, Switches, Racks, Access Points	17000	Music Furniture		Flooring Materials, Installation & Supplies
	Office Equipment, Maintenance & Repair		Music Instruments		Fuel - Diesel & Gas
	Postage & Mail Equipment & Services		Music Supplies		Garbage & Hazardous Waste Disposal Services
	Printers & Supplies		Music Systems		Generator Equipment, Maintenance and Repairs
18550	Printing Services		Periodicals, Magazines & Newspaper Subscriptions		Golf Carts, Supplies & Services
25600	Radio Equipment, Maintenance and Repair Services		Professional Development - Seminar & Workshop Fees	04375	Hardware - General Equipment & Supplies
	Readers, Magnetic Card		Professional Memberships & Fees	04725	Irrigation Systems
04700	Safety & Security Equipment, Supplies & Services		School Pictures	04475	Lawn - Athletic Field Materials & Maintenance
	Security Systems		Science Equipment & Supplies	04450	Lawn - Equipment, Supplies & Services
03365	Signs, Marques & Banners (Permit Not Required)	25550	Software - Instructional Resources	04425	LED and Fluorescent Lights
25450	Software - Communications - Licenses & Renewals	25560	Software - Professional Development	04900	Maintenance Equipment Repairs & Services
25451	Software - Communications - Maintenance, Support & Renewals	25580	Software - Student Instruction	04600	Paint Equipment, Supplies & Services
	Software - I.S. Operations - Maintenance, Support & Renewals		Software - Tests		Paving & Asphalt Supplies & Services
25500	Software - I.S. Operations Licenses & Renewals	16500	Speech and Hearing Equipment & Supplies	19000	Playground Equipment, Bleachers & Installation
	Software - Security Services	30255	Subscriptions & Licenses (Non-Digital)	04680	Portable Building & Classroom Purchase & Rental
25575	Software - Student Data Operations & Tracking	18600	Testing Equipment, Software & Supplies	04910	Rental of Furniture and Equipment
25650	Telecommunications Equipment & Services	30200	Yearbook Agreements	03360	Signs, Marques & Banners (Permit Required)
				25453	Software - Facilities Maintenance
				25590	Software - Transportation Services
	PO Backup: Kent Rossi		PO Backup: Vacant PA II	26500	Tires - New, ReCap & Services
				04750	Tools - Hand, Power & Supplies
				28300	Water Treatment and Plant Management
				04825	Windows & Coverings

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PO Backup: Gaby Madrid

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	Suzanne Force	Jonathan Morales	Christina Westley		
	Purchasing & Risk Management Specialist	Procurement Agent I	Information Services Project Specialist II		
	407-320-0057	407-320-0375	407-320-0141		
	susanne force@scps.k12.fl.us	moralejz2@scps.k12.fl.us	Christina_Westley@scps.k12.fl.us		
	Department Budget Contact	VendorLink Reports	Computer Store Orders		
	Legal Advertisements, Public Bid, and Meeting Notices	Purchasing Card Program Administrator/Trainer			
	Payroll & Postage Reports	Amazon Business Account Administrator/Trainer			
	Vendor Application Process Liaison/Website Liaison	Amazon Teacher Classroom Supply Program Administrator/Trainer			
	Department Supplies	Home Depot Business Account			
		Lowe's Business Account			
_	Holly Acord is currently handling.				
	Dom Sotero is currently handling Kent Rossi is currently handling				
	Gaby is currently handling.		Last update: 3/23/22		

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