



## PURCHASING & CONTRACTS – STAFF RESPONSIBILITIES

**JOSEPH 'JOE' LAURO, CPPO/CPPB**  
**PURCHASING DIRECTOR**

**CANDIS 'CANDY' MANCUSO, CPM**  
**ASSISTANT PURCHASING DIRECTOR**

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**AGUSTIN 'GUS' GONZALEZ, CPPB**  
**PURCHASING OPERATIONS MANAGER**

- Purchasing Card Program Manager
  - CCNA Process
- RFP's – Auditing, Banking & Banking Bids & Courts

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<p><b>Kathy Freeman</b> <b>Administrative Secretary</b></p>
<ul style="list-style-type: none"><li>• Agenda Item Coordinator</li><li>• Payroll/Personnel Coordinator</li><li>• Requisition Office Supplies</li><li>• Prequalification Coordinator</li><li>• Internet Web Site Maintenance</li><li>• Intranet Web Site Maintenance</li></ul>

**SENIOR PROCUREMENT ANALYST**

**AMELIA McFARLANE, CPPB**

- ALL REQUESTS FOR PROPOSALS Including:
- Personnel Services      • Consulting Services      • Health Care      • Revenue      • Benefits      • Travel Services      • Insurance Services      • Insurance
- Emergency Management      • Public Relations

**PROCUREMENT ANALYSTS**

<p><b>DOROTHY 'DOT' MILTON, CPPB</b></p> <ul style="list-style-type: none"> <li>• Agreements, All</li> <li>• CCNA, All</li> <li>• Environmental Management</li> <li>• Revenue, All</li> <li>• Sale of Real Property</li> </ul>	<p><b>SUE STEELE, CPPB</b></p> <ul style="list-style-type: none"> <li>• Technology, All (Including RFP's)</li> <li>• Telecommunications, All (Including RFP's)</li> <li>• Leasing, (RFP's)</li> </ul>	<p><b>CHELSEA ROSS</b></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring Services</li> <li>• STAR Center</li> <li>• Demolition Services</li> <li>• Electrical Supplies &amp; Services</li> <li>• Elevator Maintenance</li> <li>• Fire Protection Equipment &amp; Supplies</li> <li>• Floor Covering Materials, Supplies &amp; Services</li> <li>• Fleet, All</li> <li>• Paint &amp; Painting Services</li> <li>• Tools, All</li> <li>• Pest Control Supplies &amp; Services</li> </ul>
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<p><b>RUBY McKENZIE, CPPB</b></p> <ul style="list-style-type: none"> <li>• Utilities Construction</li> <li>• Utilities, Material Bids</li> <li>• Utilities, Service Bids</li> <li>• Utilities, Testing Bids</li> <li>• Utilities, Chemical Bids</li> <li>• Refuse, Debris &amp; Recycling Collection</li> </ul>	<p><b>LUCY NOWACKI</b></p> <ul style="list-style-type: none"> <li>• Advertising Services, All</li> <li>• Alarm &amp; Security Equipment &amp; Services</li> <li>• Animal Services, All</li> <li>• Cultural, Education &amp; Leisure</li> <li>• CVB. All (Includes RFP's)</li> <li>• Janitorial Services &amp; Supplies</li> <li>• Office Equipment, All</li> <li>• Printing Services</li> <li>• Promotional Services &amp; Materials</li> <li>• Security Guard Services</li> <li>• Uniforms, All</li> </ul>	<p><b>CARLOS NEGRON</b></p> <ul style="list-style-type: none"> <li>• Construction (Except Utilities)</li> <li>• Building Materials &amp; Services (Includes JOC)</li> <li>• Equipment &amp; Parts, Miscellaneous, All</li> <li>• Fencing</li> <li>• HVAC Equipment &amp; Supplies</li> <li>• Landscaping &amp; Maintenance Services</li> <li>• Plant Materials &amp; Services</li> <li>• Traffic Signs &amp; Control Equipment</li> </ul>
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## BUYERS

**ALL GOODS & SERVICES UP TO \$100,000 – INCLUDING THE FOLLOWING COMMODITIES (Over \$50k):**

• Emergencies, All	• Non-Competitives, All	• Piggybacks, All	• Sole Source, All	• State Contracts, All
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Karol Crain, CPPB	Patti Fontaine	Clare McGrane
<ul style="list-style-type: none"> <li>• Admin Office of Courts</li> <li>• Airport</li> <li>• Culture, Education &amp; Leisure (CEL) includes Park, Extension Services, Heritage Village &amp; Airco Golf &amp; Cultural Affairs)</li> <li>• Communications</li> <li>• Convention &amp; Visitors Bureau (CVB)</li> <li>• Depart of Justice Coordination &amp; Consumer Protection</li> <li>• Economic Development</li> <li>• Environmental Management</li> <li>• Health &amp; Human Services</li> <li>• Public Defender</li> <li>• Dept of Real Estate Management</li> <li>• Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Animal Services</li> <li>• Board of County Commissioners</li> <li>• Community Development</li> <li>• County Administrator</li> <li>• County Attorney</li> <li>• Fleet Management</li> <li>• Office of Human Rights</li> <li>• Planning</li> <li>• State Attorney</li> <li>• Utilities</li> <li>• Young-Rainey STAR Center</li> </ul>	<ul style="list-style-type: none"> <li>• BTS (IT/IS)</li> <li>• Building &amp; Development Review Services</li> <li>• Construction Licensing Board</li> <li>• Emergency Management</li> <li>• Legislative Delegation</li> <li>• Management &amp; Budget</li> <li>• Medical Examiner</li> <li>• Human Resources (Includes Employee Relations)</li> <li>• Public Safety Services</li> <li>• Public Works /Highway</li> <li>• Purchasing</li> </ul>

<p><b><u>Sr. Office Specialists</u></b></p> <p><b>Karen Isak</b></p>	<ul style="list-style-type: none"> <li>• Receptionist</li> <li>• Staff Support</li> <li>• RFP/BID Tabulations</li> <li>• Back-up for Receptionist</li> <li>• Records Retention/Imaging</li> <li>• Legal Ad Coordination</li> <li>• Bid Format Preparation</li> <li>• Contract File Maintenance</li> </ul>
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**OFFICE: (727) 464-3311**  
**FAX: (727) 464-3925**

**WEBSITE: [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)**

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