

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA PURCHASING/PROPERTY AND WAREHOUSE DEPARTMENT STAFF RESPONSIBILITIES LIST



Updated 04.02.2025

1887	Highlighter in Yellow are Commodity w/Contracts			1887
Hours of Operation	BUYER # 2	BUYER #32	BUYER # 78	BUYER # 66
Purchasing - 8 AM - 4:30 PM	Cheryl Hood	Lisa Kesecker	Daniel Munoz	Igneris Lopez
Property Records - 7 AM - 3PM	Supervisor of Purchasing	FF&E Purchasing Specialist	Senior Buyer	Senior Buyer
Warehouse - 7 AM - 3:30 PM	407-870-4627 Ext. 65513	407-870-4622 Ext. 65518	407-483-3684 Ext. 65503	407-870-4023 Ext. 65502
Walchouse - 7 Aivi - 3.30 i ivi	407-070-4027 Ext. 03313	407-070-4022 EXt. 05510	407-403-3004 Ext. 03303	407-070-4023 Ext. 03302
Kristine Rodriguez, CPSM, NIGP-CPP, CPPO, CPPB	Cheryl.Hood@osceolaschools.net	Lisa.Kesecker@osceolaschools.net	daniel.munoz@osceolaschools.net	Igneris.Lopez@osceolaschools.net
Director of Purchasing, Contracts,	Purchasing Department Operations	FF&E Coordinator:		AV Equipment / Supplies / Repair
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Property Records, Warehouse	VendorLink Software Administrator	Read & Understand BluePrints	Grant Funded Services	Computers / Accessories / Maintenance
407-870-4620 Ext. 65505	Facilities:	Meet w/staff to determine FF&E needs	Grant Program Evaluators	Computers
Kristine.Rodriguez@osceolaschools.net	Architect/Engineer	Provide staff w/specification for orders	Speech Language Pathologist	Computer Peripherals
Energy Efficiency/Conservation	Building Envelop	Approves all FF&E orders	Physical Therapist	Computer Maintenance/Service
Billboards	Civil Engineer	Manage delivery of FF&E	Occupational Therapist	Mailing Services: Postal, UPS, Fedex
Bid Protests	Construction Manager @ Risk	Manage the installation of FF&E	Therapeutic & Consulting Services (BCBA)	Office Supplies & Equipment
Policies & Procedures	Geotech/Threshold	Manages the FF&E Budget	Florida Certified Teachers	Office Machines (ink/toner/postage)
Cellular Towers	HVAC Test & Balance	Appliances	Mental Health Services	Copiers
Contracts: All Contracts	Mechanical/Electrical/Plumbing Engineers	Audio Enhancement Systems	Healthcare Services (LPN, RN)	ID Machines
Land Use	Survey and Mapping	Flags & Flag Poles	Insurance/Benefits/Medical:	Laminators
	Financial Services - Original Contract	Furniture	Drug & Alcohol Testing	Mailing Machines
Cecilia Gonzalez	Environmental Service	Lockers	Employee Benefits Consulting	Poster Makers
Secretary III	Impact Fees	Marker Boards	Employee Assistance	Printers
407-870-4625 Ext. 65504	Planning: Contract needs	Moving and Storage Services	Insurance Broker	Scanners
Cecilia.Gonzalez@osceolaschools.net	Portables	Risers / Portable Stages	Medical Administration Services	Scanning & Testing
Document Retention - ALL Bids & Contracts	Sheds	Shelving	Pharmacy Benefits	Smart Boards
Payroll/Travel	Termites Bid		Networks/Security	Software / Webtools (all)
All special contracts for example:	Titles/Tags		Communication Cabling / Hardware	Subscriptions - Electronic (all)
Virtual Schools	Utility P.O.'s/Contracts	Stella Gil	E-Rate	Wireless Communications
Charter Schools	Vehicles	Senior Buyer	Network Infrastructure	Video / TV Studio
Access Agreements (Students)		407-933-9965 Ext. 65542	Security Systems	Other Duties
Vandal Watch Agreements		Stella.Gil@osceolaschools.net	Telephone Systems & Programming	P.O. Printing Backup
Finance Amendments	Katrina Ponzini, M.Ed., CPCM, NIGP-CPP, CPPB	District Amazon Business Program	Translation Services/Sign Language	
MOU's for HR (Universities)	Supervisor of Purchasing	Program Operations	Tutoring	
Contracts - As assigned	407-933-9968 Ext. 65540	Program Auditing	Warehouse Inventory "ONLY" Bids:	
	Katrina.Ponzini@osceolaschools.net	District Purchasing Card Program	Copy & Fine Paper Products	
	District Amazon Business Program	Program Operations	Custodial Supplies	
Lissett Rodriquez	Program Administration and Oversight	Program Training	Furniture	
Contracts Secretary	District Purchasing Card Program		Lunchroom Supplies	
407-870-4834 Ext. 65519	Program Administration and Oversight		Office Supplies	
<u>Lissett.Rodriquez@osceolaschools.net</u>	Small Business and Veteran Programs	Heather Allers-Sotomayor		
Manages All Contracts	Program Administration and Oversight	Secretary I		
Processed through Legal, Board, etc	Vendor Registration/Certification	407-750-9316 Ext. 65541		
Manage the flow	Monitor Compliance	Heather.Allers@osceolaschools.net		
Department Website Maintenance	Vendor Outreach and Training	Small Business and Veteran Programs		
Receives all Contract In-Takes		Vendor Communication		
Assigns to Apropriate Buyer		Vendor Directory		
Contract Record Management		Vendor Lists		
Secretary Backup (Payroll etc)		Vendor Outreach and Training		
Contracts Training				
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BUYER # 72	BUYER # 73	BUYER # 74	BUYER #76	
Gladinnette Cabrera Vazquez	Audra "Renee" Rodriguez	Loni Vanbenthuysen	Melanie Lachmiller	Lenix Ramos Falcon
Senior Buyer	Senior Buyer	Senior Buyer	Senior Buyer	Buyer I
407-343-8604 Ext. 65511	407-870-4621 Ext. 65517	407-870-4626 Ext. 65507	407-933-9949 Ext. 65501	407-870-4630 Ext. 65500
gladinnette.cabreravazquez@osceolaschools.ne		Loni.Vanbenthuysen@osceolaschools.net	Melanie.Lachmiller@osceolaschools.net	lenix.ramosfalcon@osceolaschools.net
Advertising/Rebranding/Marketing	Art Equipment & Supplies	Auditorium Drapes /Curtains, Stage Rigging	Contractor Srvs (Facilities/Maint)	Bid Openings/Posting/Folder
Athletic Services:	Books/Magazines/Subscriptions (Printed)	Automotive Equipment and Supplies	HVAC Contractors	Board Packet
Athletic Supplies/Equipment	Classroom Supplies & Equipment	Batteries	HVAC Controls Contractors	Contracts - Upload/File
Athletic Game Officials/Sports Camps	Classroom Pre-Printed Promotional Items	Charter Buses	Electrical Contractors	Department Website Maintenance
Gym Floors, New & Refinishing	Health & Medical Supplies & Equipment	Custodial Equipment & Supplies & Repair	Fencing Contractors	Document Retention - Back-up
Track Resurfacing	Music: Instruments / Equip. / Supplies	Fuel	Fire Alarm Contractors	GreenBook Maintenance
Cosmetology	Professional Development/SDOC template	Garbage & Recycling Services & Equip.	Fire Suppression/Backflows	Insurance Certificates
CTE - All including Contracts	Registrations:	Intra & Inter State Field Trips	Locksmith Contractors	Intakes Back-Up
Culinary Arts: Equipment / Supplies	Conferences	LP Gas	Parking Lot Striping Contractors	Mail
amily & Consumer Sciences	Hotel	Lawn Care Services & Equipment/Sod	Plumbing Contractors	Front Desk - Phones
nternships	"Off-Site"	Performing Arts Tech. & Prof. Services	Painting Contractors	Trade Bid Quotes Maintenance
ood Service: ALL	Speaker/Lecturers	Back of House Technical Services	Pressure Washing Contractors	Vendor Adds
Food Items / Equip / Supplies/Vehicles	Science Equip. & Supplies (Incl. Robotics)	Front of House Event Staffing Services	Reinforcing/Cement/Masonry	VendorLink Maintenance/Information
Kitchen Equipment Parts	Special Events:	Security Personnel	Millworks and Cabinetry Contractors	
und Raisers	Carnivals, Graduation Services	Surplus Services	Irrigation Contractors	
hotographers	Homecoming, Proms	Transportation Department Equip & Supplies	Drywall/Framing/Acoustical Ceiling	
Printing Services:	Transportations Contracts:	Transportation Services (Van Rentals)	Roofing Contractors	
Banners & Signs	Home Owners Assoc. Bus Access Contracts	SSEM Services & Equipment:	Sign Contractors	
Embroidery & Screen Printing Promotional Items	Special Needs Bus Services Two Way Radios & Repeaters	Door Hardware/Locks Fire Alarm Inspections/Monitoring	Site Work Contractors Contractor Services (IT, IS & IMC):	
Trophies, Plaques & Medals	·	Fire Alarm Inspections/Monitoring Fire Alarm Parts	Audio Visual	
Yearbooks	Other Duties P.O. Printing Backup	Fire Extinguisher/Hoods	Communication Cabling	Alexandra Castro
tudent Graduation Services/Items	Vendorlink Software Admin. Backup	Security Hardware Lock & Supplies	Intrusion Detection Systems	Accountant I
Class Rings, Diplomas, etc.	Vendomink Software Admin. Backup	Window Film & Installation	Video Surveillance	407-870-4619 Ext. 65509
itudent Planners		Suppression System	Maintenance Services & Equipment:	alexandra.castro@osceolaschools.net
Iniforms:		Industrial Services	Aluminum Ramps/Walkways	Department Budgets
Cheerleading / Sports / Work		Aquatic Weed Control	Bleacher Inspections/Repairs	FF&E Budgets
Band / Choir / etc.		Auction Services	Electrical	FF&E P.O.'s
ending		Motor Oil	Elevators	Petty Cash
et/Agriculture/FFA Supplies		Golf Carts	Emergency Clearing/Removal/Inspect	"Printing" of District POs
et, rig. realtar e, r. r. supplies		Bus Cameras	Fencing	Termite Contract Administration
		Temporary Staffing (Kelly Services)	Floor Coverings - Materials/Install	
		Tires	Fencing	
		Special Needs Transport	Floor Coverings - Materials/Install	
		School Bus Driver Services	Backflows	
		School Bus Transportation	HVAC Supplies & Maintenance	
		GPS	Paint	
			Playground Equipment & Installation	
			Plumbing	
			Signs	
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