

**CANAVERAL PORT AUTHORITY
PURCHASING SERVICES – STAFF RESPONSIBILITIES**

As of 10/22/2026

<http://www.portcanaveral.com>
<cpa.purchasing@portcanaveral.com>

Mailing Address

445 Challenger Rd, Ste 301
Cape Canaveral, FL 32920

Delivery Address (Warehouse)

399 Challenger Rd
Cape Canaveral, FL 32920

Kevin Barbee 321-394-3458 Manager, Central Warehouse kbarbee@portcanaveral.com <u>Commodity Assignments</u> Abrasives Acoustical Tile, Insulation, & Supplies Agricultural Equipment & Implement Parts Bakery Equipment, Commercial Bearings, Belts & Brushes Builders Supplies Chemicals: Herbicides, Pesticides & Fertilizers Concrete, Brick, Clay & Metal Products Cutlery/Cookware/Dishes/Glassware Electrical Wires, Cables & Equip Energy Collecting Equipment Fencing Floor Products Food Processing Equipment & Supplies Gases Glass & Glazing Supplies Hardware, Fasteners, Batteries, Hose & Misc. Items HVAC Parts, Equipment & Supplies Irrigation System Parts & Supplies Landscaping: Plants, Sod & Supplies Lumber & Siding Maint & Repair – Heavy Equip, Appliances, Furniture & General Equip Paint & Paint Supplies & Painting Equip Pipe & Tubing Plastics & Fiberglass Plumbing Equipment, Fixtures Postal Equipment Rags, Shop Towels Refrigeration Equip Road & Highway Materials & Equip Roofing Materials Steam & Hot Water Equip & Supplies Stencils Tanks (All) Textiles, Linens, Tape & Piece Goods Tools, Hand & Power Twine & Sting <u>Warehouse Inventory Item Control Duties:</u> Performs new warehouse inventory item setup & maintenance Prepare & post warehouse inventory adjustments	Kaleigh Stanley 321-394-3432 Assistant Manager, Purchasing kstanley@portcanaveral.com <u>Commodity Assignments</u> Air Compressors & Accessories Appliances and Equipment Auto Repair, Parts & Tires Auto Shop Equipment & Supplies Architectural & Engineering Services Blinds, Awnings, & Shades Boats/Motors/Marine Equipment Buildings & Structures (Pre-Fab) Business Cards Capital Construction Projects Construction Services Consulting/Professional Services Decals & Stamps Decorations/Novelties/Gifts/Crafts Dental Equipment & Supplies Drapes/Curtains/Upholstery Materials Fare Collection Equipment & Supply Flags/Poles/Banners & Accessories Floor Maintenance Machines & Parts Furniture & Kitchen Equip (All) Lawn Maintenance & Equipment Letterhead/Envelopes Machinery & Hardware Marine Construction Material Handling Equip New Construction Services Park/Playground/Rec Equip/Supplies Power Generation Equip & Supplies Pumping Equip & Accessories Printing/Typesetting Promotional Items Publications, AV Materials, Books Sale of Surplus & Obsolete Items/Equip Shoes & Boots Spraying Equipment Testing Apparatus & Instruments Tickets/Coupon Books Traffic Control Devices Vehicles-Auto/Truck/Trailer/Bus Vehicle Maint/Repair Services Water Supply, Groundwater, Sewage & Related Treatment Welding Equipment Uniforms & Clothing (All) – Purchase or Lease <u>Formal Bid Duties:</u> Provide backup to Director and assist in coordination of formal solicitations <u>Fixed Asset Control Duties:</u> Document & tag new fixed assets Maintain fixed asset movement & disposal Perform annual physical inventory of fixed assets Maintain surplus inventory of fixed assets	Sheri Caltabiano 321-394-3277 Purchasing Specialist II scaltabiano@portcanaveral.com <u>Commodity Assignments</u> Animals/Birds/Marine Life – Fishing, Art Objects, Art Equip & Supplies Audio/Video Equipment & Systems Audio/Video Equip Maint & Repair Badges/Emblems/Name Tags/Plates Chemicals Clocks (Incl Time Clocks) Computer Hardware/Software Computer Peripherals & Accessories Computer Hardware/Software Maint, Repair & Install Data Processing, Programming Services Engineering & Surveying Equipment Environmental Protective Equipment Fire Protection Equip & Supplies First Aid & Safety Equipment Foods (All incl coffee) Hospital & Medical Equipment Janitorial Supplies Laundry/Dry Cleaning Equip & Services Library & Archival Equip & Supplies Mattresses Markers, Plaques Office Supplies/Equipment/Paper/Machines Paper & Plastic Products (Disposable) Personal Hygiene Equipment & Supplies Photo Equipment, Film & Supplies Police & Security Access Equip & Supplies Radio, Telecom Equip & Accessories Scales & Weighing Apparatus Signage Incl Signs and Sign Materials Sound Systems & Components Sporting Goods & Athletic Equip Telephone Equipment Television Equip, Maint & Repair Theatrical Equip & Supplies Voice Response Systems <u>Vendor & Insurance Certificate Control Duties</u> Performs all new vendor setup & maintenance and maintains Insurance certificate database <u>Reverse Trade Show</u> Team Leader for Event	Melissa Pope 321-247-9657 Purchasing Specialist mpope@portcanaveral.com <u>Commodity Assignments</u> Animal Control/Removal Services Biochemicals, Research Buildings Maint & Repair Svcs Communications & Media Related Svcs Consulting/Professional Services Coolers, Drinking Water Fountains Educational/Training Services Elevators/Escalators/Moving Walks Environmental & Ecological Services Equipment Maint & Repair-General Fencing Installation Financial Services Fuel, Oil, Grease & Lubricants Health/Human Related Services Homeland Security Equip & Accessories Housing/Renovation/Rehab Contracts Insurance Management Services Medical Svcs (including drug testing) Non-Biddable Miscellaneous Items Pest/Mosquito Control Svcs Portable Toilet Purchase & Rentals Public Works Related Services Real Property Rental Or Lease Rental & Lease of Equipment Roadside, Recreational & Park Services Security, Fire, Safety, & Emergency Svc Services, All Others Not Otherwise Specified Testing & Calibration Services Xray Equipment <u>Contract Duties</u> Maintain contract database <u>Vendor & Insurance Certificate Control Duties</u> Provides back up for all new vendor setup & maintenance and maintains Insurance certificate database
<u>Karen Pappas, Director, Procurement & Materials Management</u> kpappas@portcanaveral.com 321-394-3219			

Purchasing Mission Statement

Canaveral Port Authority's Purchasing Services, in union with the overall corporate vision, will establish a standard of excellence that serves the needs of our valued customers through efficient, timely and ethical procurement practices, and dedicated customer service.