

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

As of 06/22/2022

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Mailing Address

445 Challenger Rd, Ste 301
Cape Canaveral, FL 32920

Delivery Address (Warehouse)

399 Challenger Rd
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<p>Animal Control/Removal Services Architectural & Engineering Services Biochemicals, Research Buildings & Structures (Pre-Fab) Buildings Maint & Repair Svcs Capital Construction Projects Communications & Media Related Svcs Consulting/Professional Services Construction Services Educational/Training Services Elevators/Escalators/Moving Walks Environmental & Ecological Services Equipment Maint & Repair-General Fencing Installation Financial Services Health/Human Related Services Homeland Security Equip & Accessories Housing/Renovation/Rehab Contracts Insurance Management Services Marine Construction Medical Svcs (including drug testing) New Construction Services Non-Biddable Miscellaneous Items Nuclear Equip Components & Supplies Pest/Mosquito Control Svcs Portable Toilet Purchase & Rentals Public Works Related Services Railroad Equip Maint & Repair Real Property Rental Or Lease Rental & Lease of Equipment Roadside, Recreational & Park Services Security, Fire, Safety, & Emergency Srvc Services, All Others Not Otherwise Specified Spacecrafts, Accessories & Components Testing & Calibration Services Xray Equipment</p> <p>Contracts Management Special Projects</p> <p>Formal Bid Duties: Manage/coordinate all formal solicitations (RFP, ITB, RFQ, ITN, etc)</p>	<p>Air Compressors & Accessories Aircraft & Airport Equip, Parts & Supplies Appliances and Equipment Art Objects, Art Equip & Supplies Auto Repair, Parts & Tires Auto Shop Equipment & Supplies Badges/Emblems/Name Tags/Plates Blinds, Awnings, & Shades Boats/Motors/Marine Equipment Business Cards 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 Markers, Plaques Manufacturing Components & Supplies Material Handling Equip Park/Playground/Rec Equip/Supplies Police & Security Access 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 Signage Incl Signs and Sign Materials Sporting Goods & Athletic Equip 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</p> <p>Fixed Asset Control Duties: Document & tag new fixed assets Maintain fixed asset movement & disposal Perform annual physical inventory of fixed assets Maintain surplus inventory of fixed assets</p>	<p>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 Fuel, Oil, Grease & Lubricants 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</p> <p>Warehouse Inventory Item Control Duties: Performs new warehouse inventory item setup & maintenance Prepare & post warehouse inventory adjustments</p>	<p>Animals/Birds/Marine Life – Fishing, Farming & Ranching Services, Equip. & Supplies Audio/Video Equipment & Systems Audio/Video Equip Maint & Repair Barber & Beauty Shop Equip & Supplies Chemicals: Laboratory Equip, Solvents & Raw Materials Clocks (Incl Time Clocks) Coolers, Drinking Water Fountains 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 Office Supplies/Equipment/Paper/Machines Paper & Plastic Products (Disposable) Personal Hygiene Equipment & Supplies Photo Equipment, Film & Supplies Radio, Telecom Equip & Accessories Scales & Weighing Apparatus Sound Systems & Components Telephone Equipment Television Equip, Maint & Repair Theatrical Equip & Supplies Voice Response Systems</p> <p>Formal Bid Duties: Provide backup to Director and assist in coordination of formal solicitations</p> <p>Vendor & Insurance Certificate Control Duties Performs all new vendor setup & maintenance and maintains Insurance certificate database</p> <p>Reverse Trade Show Team Leader for Event</p>

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.