

**CANAVERAL PORT AUTHORITY
PURCHASING SERVICES – STAFF RESPONSIBILITIES
As of 8/7/19**

<http://www.portcanaveral.com>
399 Challenger Rd Cape Canaveral, FL 32920
Phone: 321-783-7831 Fax: 321-868-2184
cpa.purchasing@portcanaveral.com

Karen Pappas Ext 219 Director, Procurement & Materials Management kpappas@portcanaveral.com Buyer Code 1	Kim Cupaiolo Ext 264 Senior Purchasing Specialist kcupaiolo@portcanaveral.com Buyer Code 2	Kevin Barbee Ext 352 Purchasing Specialist kbarbee@portcanaveral.com Buyer Code 3	Sheri Caltabiano Ext 277 Purchasing Specialist II scaltabiano@portcanaveral.com Buyer Code 4
<p>Animal Control/Removal Services Architectural & Engineering Services Buildings & Structures (Pre-Fab) Buildings Maint & Repair Svcs Capital Construction Projects Consulting/Professional Services Construction Services Educational/Training Services Elevators/Escalators/Moving Walks Environmental & Ecological Services 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 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 Svc Services, All Others Not Otherwise Specified 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>Abrasives Acoustical Tile, Insulation, & Supplies 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 Communications & Media Related Svcs Decals & Stamps Decorations/Novelties/Gifts Drapes/Curtains/Upholstery Materials Fare Collection Equipment & Supply Flags/Poles/Banners & Accessories Fuel, Oil, Grease & Lubricants Letterhead/Envelopes Markers, Plaques Park/Playground/Rec Equip/Supplies 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 Tickets/Coupon Books Traffic Control Devices Vehicles-Auto/Truck/Trailer/Bus Vehicle Maint/Repair Services 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>Air Compressors & Accessories Appliances & Kitchen Equip Bearings, Belts & Brushes Builders Supplies Chemicals: Herbicides, Pesticides & Fertilizers Concrete & Metal Products Cutlery/Cookware/Dishes/Glassware Electrical Wires, Cables & Equip Equipment Maint & Repair-General Floor Products Floor Maintenance Machines & Parts Food Processing Equipment & Supplies Furniture (All) Glass & Glazing Supplies Hardware, Fasteners, Batteries, Hose & Misc. Items HVAC Parts, Equipment & Supplies Irrigation System Parts & Supplies Landscaping: Plants, Sod & Supplies Laundry/Dry Cleaning Equip & Services Lawn Maintenance Equipment Lumber & Siding Kitchen Equip & Furniture Maint & Repair Machinery & Hardware Maint & Repair – Heavy Equip, Appliances, Furniture & General Equip Material Handling Equip Paint & Paint Supplies & Painting Equip Pipe & Tubing Plastics & Fiberglass Plumbing Equipment, Fixtures Postal Equipment Power Generation Equip & Supplies Pumping Equip & Accessories Rags, Shop Towels Refrigeration Equip Road & Highway Materials & Equip Roofing Materials Spraying Equipment Stencils Tanks (All) Textiles, Linens, & Piece Goods Tools, Hand & Power Twine & Sting Welding Equipment & Gases</p> <p>Warehouse Inventory Item Control Duties: Performs new warehouse inventory item setup & maintenance Prepare & post warehouse inventory adjustments</p>	<p>Audio/Video Equipment & Systems Audio/Video Equip Maint & Repair 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 Fire Protection Equip & Supplies First Aid & Safety Equipment Foods (All incl coffee) Hospital & Medical Equipment Janitorial Supplies Library & Archival Equip & Supplies Mattresses Office Supplies/Equipment/Paper/Machines Paper & Plastic Products (Disposable) Photo Equipment, Film & Supplies Police & Security Access Equip & Supplies Radio, Telecom Equip & Accessories Scales & Weighing Apparatus Sound Systems & Components Television 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.