

CHAPTER 1

PURCHASING DEPARTMENT AND CODE OF ETHICS

The Board, through Policy 6.14, has established a centralized Purchasing Department to perform the District's purchasing functions in compliance with Florida Statute and State Board of Education Rules. The Director of Purchasing has the responsibility to prescribe uniform procedures for requisitioning, receiving, transferring and accounting for supplies, materials, equipment and services in accordance with all applicable laws, rules, regulations and policies. The procedures contained in this manual are applicable to all District personnel involved in the requisitioning, receiving, transferring and replacement of supplies, material, equipment and services. The Director of Purchasing is also responsible for purchasing oversight on Construction Projects, the Supply and Redistribution Warehouse and the Mailroom.

Vendors interested in doing business with the District can go to the Onvia DemandStar website (www.demandstar.com) and register and have the ability to download any solicitations they are interested in reviewing.

The Purchasing Department has a Web page (www.palmbeachschools.org/purchasing) which has Purchasing bulletins, a copy of the Purchasing Manual, current Purchasing staff, commodity lists, vendor registration and other relevant Purchasing information available online.

Purchasing Staff

The Purchasing Department is a support department with the major goal to help all our schools and departments through the purchasing cycle, in order to obtain within legal guidelines, at the lowest possible cost, the goods and services required for optimum operation. With this goal in mind, listed below is the purchasing staff that can assist you with your day to day purchasing requirements:

Sharon Swan, C.P.M.
Purchasing Director
(561) 434-8214
Email: sswan@palmbeachschools.org

Genell McMann
Purchasing Manager
(561) 434-8216
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<u>TITLE</u>	<u>STAFF</u>	<u>PHONE</u>	<u>EMAIL</u>
Secretary II	Cindy Rand	434-8214	cindy.rand@palmbeachschools.org
Document Analyst	Debra Boutet	434-8216	debra.boutet@palmbeachschools.org
Document Analyst	Peggy Houck	963-3801	peggy.houck@palmbeachschools.org
Document Analyst	Melanie Furton	434-8410	melanie.furton@palmbeachschools.org
Document Tech	Lynn Nath	357-7567	lynn.nath@palmbeachschools.org

Purchasing Manual – Chapter 1

The Purchasing Agents and Purchasing Technicians are listed below. Included in the Appendix is the list of commodities that each Purchasing Agent currently handles. Questions relating to a specific commodity should be addressed to the Purchasing Agent who handles that commodity.

PURCHASING AGENTS

Sr. Purchasing Agent	Dick Hardman	434-8209	dick.hardman@palmbeachschools.org
Purchasing Agent III:	Karen Adducci	434-8308	karen.adducci@palmbeachschools.org
Purchasing Agent III:	Morris Simpson	434-8172	morris.simpson@palmbeachschools.org
Purchasing Agent III:	Carol Moore	434-8412	carol.moore@palmbeachschools.org
Purchasing Agent III:	Jan Butts	434-8306	janet.butts@palmbeachschools.org
Purchasing Agent III:	Christina Scully	963-3804	christina.scully@palmbeachschools.org
Purchasing Agent III:	John Collins	434-8213	john.collins@palmbeachschools.org
Purchasing Agent III:	Anne Berry	434-8210	anne.berry@palmbeachschools.org
Purchasing Agent III:	Dennis Messerli	434-8507	dennis.messerli@palmbeachschools.org

PURCHASING TECHNICIANS

Sr. Purchasing Technician:	Marianne Gulino	434-8409	marianne.noorman@palmbeachschools.org
Sr. Purchasing Technician:	Pat Seeger	434-8310	pat.seeger@palmbeachschools.org
Sr. Purchasing Technician:	Jackie Walsh	434-8406	jackie.walsh@palmbeachschools.org

CONSTRUCTION PURCHASING STAFF

Manager	Mark Moon	882-1955	mark.moon@palmbeachschools.org
Const. Purchasing Agent	Helen Stokes	882-1954	helen.stokes@palmbeachschools.org
Const. Purchasing Technician	Debra Boutet	882-1952	debra.boutet@palmbeachschools.org
Const. Purchasing Technician	Katrina Todd	882-1949	katrina.todd@palmbeachschools.org

WAREHOUSE / DISTRIBUTION STAFF

Manager	Mark Moon	882-8536	mark.moon@palmbeachschools.org
Warehouse Inventory Analyst	Patricia Pitre	882-8531	patricia.pitre@palmbeachschools.org
Accounting Clerk	Annette McLaughlin	882-8533	annette.mclaughlin@palmbeachschools.org

SUPPLY WAREHOUSE STAFF

Foreperson	Victor Toomer	PX 88525	victor.toomer@palmbeachschools.org
Lead Stockperson/Driver	Roger Dixon		
Warehouse Stockperson/Driver	Norman Delong		
Warehouse Stockperson/Driver	Ira Bryant		
Warehouse Stockperson/Driver	Bolivar Montiel		
Warehouse Stockperson/Driver	Kerry Hutley		
Warehouse Stockperson/Driver	Andre Jerome		
Warehouse Stockperson/Driver	Harvey Spiro		
Warehouse Stockperson/Driver	James Henry		
Warehouse Stockperson/Driver	Wilky J. Francois		
Warehouse Stockperson/Driver	Manuel Gomez		
Warehouse Stockperson/Driver	Darryl Shea		

REDISTRIBUTION WAREHOUSE STAFF

Lead Stockperson/Driver	Peter Raboni
Warehouse Stockperson/Driver	Vincent Way
Warehouse Stockperson/Driver	Richard Taylor
Warehouse Stockperson/Driver	Eladio Hernandez

MAILROOM SERVICES STAFF

Foreperson	John Mosley	882-8545	pony@palmbeachschools.org
Lead Mail Courier	M. C. Anderson		
Mail Courier	Sandra Daniels		
Mail Courier	William Kane		
Mail Courier	Allen Johnson		
Mail Courier	George Stewart		
Warehouse Stockperson/Driver	Joanne Schrank		

CODE OF ETHICS

The Purchasing Department adheres to the School Board Policy 3.02 Code of Ethics which can be found at <http://www.palmbeach.k12.fl.us/policies/> and is a member in good standing with the National Institute of Governmental Purchasing (NIGP) and as such believes in the following:

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization.

- Seeks or accepts a position as head or employee only when fully in accord with the professional principles applicable thereto, and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes the personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participants of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time or under any circumstances accept directly or indirectly, gifts, gratuities, or other things of value from suppliers which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager. Handles all personnel matters on a merit basis. Politics, religion, ethnicity, gender and age carry no weight in personnel administration in the agency being directed or served.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and emphatically without discrimination.
- Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.