

**CANAVERAL PORT AUTHORITY**  
**PURCHASING SERVICES – STAFF RESPONSIBILITIES**  
**As of 10/22/2024**

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