CHAPTER 1

PURCHASING DEPARTMENT AND CODE OF ETHICS

The Board, through Policy 6.14, has established a centralized Purchasing Department to perform purchasing functions for the District 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 Bidnet Direct website (https://www.bidnetdirect.com/palmbeachschools) to register and have the ability to download any solicitations they are interested in reviewing.

The Purchasing Department Web Page includes Purchasing Contract Information, 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 and at the lowest possible cost, the goods and services required for optimum operation. With this goal in mind, the purchasing staff that can assist you with your day-to-day purchasing requirements are listed below:

Darci Garbacz, C.P.M.
Purchasing Director
(561) 434-8214
Email: darci.garbacz@palmbeachschools.org

Genell McMann, CPPO
General Manager of Purchasing
(561) 434-8216
Email: genell.mcmann@palmbeachschools.org

Title	Staff	Phone	Email
Document Analyst	Katy Angrisani	434-7326	katy.angrisani@palmbeachschools.org
Document Analyst	Nicole Cruz	434-8214	nicole.cruz@palmbeachschools.org
Document Anlayst	Lissete Calderon	434-8239	lisette.calderon@palmbeachschools.org
Document Analyst	Katie Probst	434-8334	katie.easterling@palmbeachschools.org
Document Analyst	Katherine Wilke	963-3801	katherine.wilke@palmbeachschools.org
P-Card Coordinator	Jose Marquez	434-8410	jose.marquez@palmbeachschools.org
Document Tech	Lynn Nath	357-7567	lynn.nath@palmbeachschools.org

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	Thomas Debrecht	963-3804	thomas.debrecht@palmbeachschools.org
Sr. Purchasing Agent	Kristin Doyle	434-8209	kristin.doyle@palmbeachschools.org
Sr. Purchasing Agent	Debra Hammerschlag	434-8229	debra.hammerschlag@palmbeachschools.org
Purchasing Agent	Jan Butts	434-8213	janet.butts@palmbeachschools.org
Purchasing Agent	Michael Callahan	434-8507	michael.callahan@palmbeachschools.org
Purchasing Agent	Maddison Carter	629-8533	maddison.carter@palmbeachschools.org
Purchasing Agent	Allison Gatyas	434-8306	allison.gatyas@palmbeachschools.org
Purchasing Agent	Ryan Hook	434-8422	ryan.hook@palmbeachschools.org
Purchasing Agent	Justin Jaksa	434-8412	justin.jaksa@palmbeachschools.org
Purchasing Agent	Austin Lowe	434-8172	austin.lowe@palmbeachschools.org
Purchasing Agent	Brooke Molinia	434-7392	brooke.molinia@palmbeachschools.org
Purchasing Agent	Julian Quiroga	434-8218	julian.quiroga@palmbeachschools.org
Purchasing Agent	Cheri Rosen	434-8210	cheri.rosen@palmbeachschools.org
Purchasing Agent	Katrina Todd	434-8406	katrina.todd@palmbeachschools.org

PURCHASING TECHNICIANS

Sr. Analyst Technician	Andrea Starkins	434-8406	andrea.starkins@palmbeachschools.org

CONSTRUCTION PURCHASING STAFF

General Manager of Construction & General Services	Barbara J. Myers	882-1934	barbara.j.myers@palmbeachschools.org
Construction Purchasing Agent	Nathan Benedict	882-1992	nathan.benedict@palmbeachschools.org
Construction Purchasing Agent	Branden Brown	882-1911	branden.brown@palmbeachschools.org
Construction Document Analyst	David Chojnacki	882-1900	david.chojnacki@palmbeachschools.org
Construction Document Analyst	James Smith	882-1954	james.smith@palmbeachschools.org
Sr. Construction Purchasing Technician	Laura Heim	882-1953	laura.heim@palmbeachschools.org

SUPPLY WAREHOUSE & MAILROOM SERVICES STAFF

General Manager of Construction & General Services	Barbara J. Myers	882-1934	barbara.j.myers@palmbeachschools.org
Admin. Assist.	Elena Martinez	882-8533	elena.martinez@palmbeachschools.org

SUPPLY WAREHOUSE STAFF

Supply Task Leader	Rafael Cabezas	882-8525	rafael.cabezas@palmbeachschools.org
Lead Warehouse Stockperson/Driver	Antonio Alvarez		
Warehouse Stockperson/Driver	Gustavo Alvarez Gonzalez		
Warehouse Stockperson/Driver	Fermin Casau		
Warehouse Stockperson/Driver	Nelson Flores		
Warehouse Stockperson/Driver	Roberto Garcia Frias		
Warehouse Stockperson/Driver	Rafael Lopez Estevez		
Warehouse Stockperson/Driver	Juan Perez		
Warehouse Stockperson/Driver	Norlin Rodriguez		
Warehouse Stockperson/Driver	Darryl Shea		
Warehouse Stockperson/Driver	Richard Taylor		

MAILROOM SERVICES STAFF

Foreperson	George Stewart	882-8545	george.stewart@palmbeachschools.org
Mail Courier	Wilky Francois		
Mail Courier	James Henry		
Mail Courier	Andre Jerome		
Mail Courier	Roberto Ortiz		
Mail Courier	John Reddick		
Mail Courier	Jimmy Wicker		

CODE OF ETHICS

The Purchasing Department adheres to the School Board Policy 3.02 Code of Ethics which can be found at https://palmbeachschools-org.community.diligentoneplatform.com/home/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.

In addition, the Purchasing Department takes the following steps to ensure that no conflict of interest exists during the procurement processes:

1) A “No Conflict of Interest Form” is completed certifying that there is no conflict of interest in the duties performed in the following areas:

a. All Purchasing Agents and Purchasing Management Staff complete a "No Conflict of Interest Form" certifying that they do not have a conflict of interest in the purchases that they make on behalf of the District.

b. All individuals who provide input into preparing specifications complete a "No conflict of Interest Form" certifying that they do not have a conflict of interest in providing this information on behalf of the District.

c. All individuals who sit on Evaluation Committees and provide input into the selection process certify that they do not have a conflict of interest with any of the responders to that solicitation or in that commodity area in general as part of their duties.

2) Should a conflict of interest on a purchasing matter as determined by the Director of Purchasing be disclosed he/she shall:

a) Establish procedures to ensure that the employee's duties do not include activities in the conflicting commodity areas;
b) Remove the employee from participating in specific solicitation(s);
c) Notify employees of their inability to purchase from a particular vendor due to a conflict of interest;
d) Direct employees to file proper disclosures (i.e. Form 3A Interest in Competitive Bid for Public Business - Sample of this form can be found in the Appendix); and/or
e) Take whatever action is appropriate to the situation.

3) Any employee who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself may seek an advisory opinion from the Florida Ethics Commission about himself or herself.

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names.

Requests for opinions should be addressed as follows:

Executive Director
3600 Maclay Boulevard, South, Suite 201
Tallahassee, Fl. 32312
Phone: 850/488-7864
Fax: 850/488-3077

Written opinions on situations involving purchasing should be filed with the Director of Purchasing to ensure that conduct of the employee aligns with the opinion on District purchasing practices.