

# Solicitation Guide

## **Purpose:**

This publication provides vendors with specific solicitation information for doing business with the City of Gainesville. City Departments and Divisions are listed with contact information and the commodities and services they frequently purchase.

For information on the City of Gainesville's procurement and how your business can be a vendor, refer to the guide "Doing Business with the City of Gainesville, Florida" available on the internet at [www.cityofgainesville.org/finance/sbpp/](http://www.cityofgainesville.org/finance/sbpp/) under Doing Business or call (352) 334-5027

While a part of the City, Gainesville Regional Utilities administers their own Purchasing and is not covered by this guide. They can be contacted at 352-334-3400 or [www.gru.com](http://www.gru.com).

Please refer to this publication prior to contacting the offices listed herein.

## **Vendor Visits:**

Please schedule an appointment prior to visiting representatives from City Departments or Divisions (i.e. buyers or other City personnel). Appointments may be made during normal business hours (Monday through Friday 8 a.m. to 5 p.m.). Be prepared to discuss your company's: qualifications, capabilities, references, products, services, prices and delivery.

### Demandstar:

The City of Gainesville utilizes DemandStar to maintain a list of vendors and send bid notifications. The Purchasing Division does not keep such a list. For more information visit [www.cityofgainesville.org](http://www.cityofgainesville.org)

Local Small Business Assistance: The City has a local qualified small business program. If you would like details on this program, contact Shaad Rehman at 334-5356.

# Purchasing Staff Assignments

***SENIOR BUYER—Fran Powell***

***powellfb@cityofgainesville.org***

Administrative Services Department:

Computer Services Department  
Budget and Finance Department  
Human Resources  
Risk Management  
Strategic Planning

Community Development Department:

Administration  
Block Grant  
Building Inspections  
Community Redevelopment Agency

Charter Officers:

City Attorney  
City Clerk  
City Auditor  
City Commission  
City Manager  
Equal Opportunity Department  
Economic Development Department  
Gainesville Fire Rescue Department  
Gainesville Police Department

Assist with Request for Proposals/ Qualifications

Assist with Contract Drafting

***SENIOR BUYER—Diane Holder***

***holderds@cityofgainesville.org***

General Services Department:

Facilities Management (Construction)

Construction Projects

Assist with Contract Drafting

Assist with Request for Proposals/ Qualifications

Standardized Contracts Administration

Public Works Department:

Administration  
Operations  
Storm Water Service  
Traffic Operations  
Transportation Services  
Waste Management

***SENIOR BUYER—Patti Jo Davis***

***davispj@cityofgainesville.org***

Regional Transit System Department

Assist with Request for Proposals/ Qualifications

Assist with Contract Drafting

General Services Department:

Fleet Management

Community Development Department:

Housing Division

***BUYER—Roma Rollins***

***rollinsrr@cityofgainesville.org***

Commodities:

Copiers/ Fax Machines  
Furniture  
Office Supplies  
Printing  
State Contract Assistance  
Telecommunications  
Cellular Phones  
Temporary Services

Community Development  
Code Enforcement  
Department of Parks, Recreation and Cultural Affairs  
Aquatics  
Administration  
Cultural Affairs  
Ironwood  
Parks  
Nature Operations  
General Services  
Facilities Management (Non-Construction)

Contract/Account Management  
Store Purchasing Cards/Internet Account  
Cellular Phones

Assist with Request for Proposals/ Qualifications  
Assist with Contract Drafting

***PROGRAM ASSISTANT--Donna Sealey***

***sealeyde@cityofgainesville.org***

Assist Buyers

Back-up recording of bids  
Contract Tracker reporting  
Correspondence with vendors

Gas credit card administration

Procurement Card Assistance:

Assist departments  
Assist with training  
Audit

Mail Room back up  
Processing of paperwork

Reports:

>\$50,000 CM Report  
Living Wage/Local Preference  
Tracker reports  
Mail room reports  
Miscellaneous

Vendor Table Management

Verify W-9's  
Follow-up with vendors

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# ADMINISTRATIVE SERVICES

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## Administrative Services

200 E University Avenue, Room # 421 ♦ Gainesville, FL 32601

P. O. Box 490, Station 7 ♦ Gainesville, FL 32602-0490

### Contact(s):

Constance Williams

(352) 334-5013

(352) 334-3119 fax

[williamscn@cityofgainesville.org](mailto:williamscn@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Copier & Supplies  
Light Meters  
Paper--All Types

Copy Services  
Modular Panel Systems  
Radio/Telecom Equipment

Furniture--Wood  
Office Equipment  
Room Rentals

Installation/Removal Services  
Office Supplies

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# BUDGET AND FINANCE

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## Accounting

200 E University Avenue, Second Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 14 ♦ Gainesville, FL 32602-0490

### Contact(s):

Belinda Morris

(352) 334-5034

(352) 334-2263 fax

[morrisbs@cityofgainesville.org](mailto:morrisbs@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Auctioneer  
Microfiche/Film Services  
Storage Space Rental\*

Financial Advisor  
Office Supplies

Furniture  
Paper--All Types

Installation Services  
Printing Services

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## Administration

200 E University Avenue, Third Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 8 ♦ Gainesville, FL 32602-0490

### Contact(s):

Becky Craft

(352) 334-5054

(352) 334-3163 fax

[craftrj@cityofgainesville.org](mailto:craftrj@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Office Furniture

Office Supplies

Paper--All Types

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## Billing & Collection

200 E University Avenue, Third Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 47 ♦ Gainesville, FL 32602-0490

### Contact(s):

Wanda Walden

(352) 334-5024

(352) 334-3163 fax

[waldenwn@cityofgainesville.org](mailto:waldenwn@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Armored Car Services  
Paper--All Types

Copier & Supplies  
Printing

Meter Collection  
Software Maintenance

Office Supplies

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## Budget

200 E University Avenue, Second Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 14 ♦ Gainesville, FL 32602-0490

### Contact(s):

Belinda Morris

(352) 334-5034

(352) 334-2263 fax

[morrisbs@cityofgainesville.org](mailto:morrisbs@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Computer Hardware  
Furniture Installation  
Storage Space Rental\*

Copier & Supplies  
GIS System

Copier Services  
Office Supplies

Furniture  
Paper--All Types

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\* Contractual Commodities/ Services

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## Pension

200 E University Avenue, Third Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 8 ♦ Gainesville, FL 32602-0490

### Contact(s):

Margaret Easter

(352) 334-5044

(352) 334-3163 fax

[easterma@cityofgainesville.org](mailto:easterma@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Actuarial Services

Auditing

Consulting Services

Desks/Chairs

Filing Cabinets

Installation Services

Legal Services

Office Supplies

Paper-All Types

Printer Maintenance

Printing

Removal Services

Software Maintenance

Workstations

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## Purchasing

200 E University Avenue, Third Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 32 ♦ Gainesville, FL 32602-0490

### Contact(s):

Donna Sealey &  
Roma Rollins

(352) 334-5021

(352) 334-3163 fax

[sealeyde@cityofgainesville.org](mailto:sealeyde@cityofgainesville.org)  
[rollinsrr@cityofgainesville.org](mailto:rollinsrr@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Copier & Supplies

Copier Services

Filing Cabinets

Furniture

Installation Services

Office Equipment

Office Machines

Office Supplies

Paper-All Types

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## Revenue Recovery

200 E University Avenue, Third Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 8 ♦ Gainesville, FL 32602-0490

### Contact(s):

Audrey Lewis

(352) 334-5059

(352) 334-3163 fax

[lewisaw@cityofgainesville.org](mailto:lewisaw@cityofgainesville.org)

### Commodities and or Services Purchased:

Office Supplies

Professional Services

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## Treasury

200 E University Avenue, Third Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 8 ♦ Gainesville, FL 32602

### Contact(s):

Margaret Easter

(352) 334-5044

(352) 334-3163 fax

[easterma@cityofgainesville.org](mailto:easterma@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Office Supplies

Paper-All Types

Postage Meters

Printing Services

Consulting Services

E-mail Services

Equipment Maintenance

Office Equipment

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## BUILDING INSPECTIONS

### Building Inspections

306 NE 6<sup>th</sup> Avenue, First Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 9 ♦ Gainesville, FL 32602-0490

### Contact(s):

Deborah Debose

(352) 334-5050

(352) 334-2207 fax

[debosedn@ci.gainesville.fl.us](mailto:debosedn@ci.gainesville.fl.us)

### Commodities and/ or Services Purchased:

Answering Services

Copier & Supplies

Copy Services

Office Supplies

Paging Services\*

Paper--All Types

Radio Telephones\*

Software Maintenance

Storage Space Rental\*

\* Contractual Commodities/ Services

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## CITY ATTORNEY

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### City Attorney's Office (Charter)

200 E University Avenue, Room # 425 ♦ Gainesville, FL 32601

P. O. Box 490, Station 46 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Monique Hatt

(352) 334-5011

(352) 334-2299 fax

[hattnm@cityofgainesville.org](mailto:hattnm@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Bottled Water Services  
Court Reporting  
Office Equipment

Consulting Services  
Research Services  
Office Supplies

Copiers & Supplies  
Fax Maintenance  
Paper--All Types

Copy Services  
Legal Services  
Professional Services

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## CITY AUDITOR

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### City Auditor's Office (Charter)

200 E University Avenue, Room # 211 ♦ Gainesville, FL 32601

P. O. Box 490, Station 17 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Karen Haskell

(352) 334-5020

(352) 334-2096 fax

[haskellkl@cityofgainesville.org](mailto:haskellkl@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Auditing

Copier & Supplies

Copy Services

Office Supplies

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## CITY COMMISSION

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### City Commission

200 E University Avenue, First Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 19 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Debra Hirneise

(352) 334-5016

(352) 334-2036 fax

[hirneiseds@cityofgainesville.org](mailto:hirneiseds@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Answering/ Paging Services\*

Office Supplies

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## CITY MANAGER

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### City Manager's Office (Charter)

200 E University Avenue, Room # 402 ♦ Gainesville, FL 32601

P. O. Box 490, Station 6 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Rosemary Skell

(352) 334-5010

(352) 334-3119 fax

[skellra@cityofgainesville.org](mailto:skellra@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Copier & Supplies  
Office Furniture

Copy Services  
Office Supplies

Lobby Services  
Paper--All Types

Office Equipment  
Professional Services

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## CLERK OF THE COMMISSION

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### Clerk's Office (Charter)

\* Contractual Commodities/ Services



200 E University Avenue, First Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 18 ♦ Gainesville, FL 32602-0490

**Contact(s):**

Sharon Williams

(352) 334-5015

(352) 334-2036 fax

[williamssd@cityofgainesville.org](mailto:williamssd@cityofgainesville.org)

**Commodities and/ or Services Purchased:**

Advertising  
Dictation Machines  
Microfilm Maintenance

Codification of Codes  
Office Equipment  
Paper--All Types

Copiers & Supplies  
Office Supplies

Copy Services  
Microfilm Equipment

## COMMUNITY DEVELOPMENT

### Administration

306 NE 6<sup>th</sup> Avenue, Room # 229A ♦ Gainesville, FL 32601

P. O. Box 490, Station 11 ♦ Gainesville, FL 32602-0490

**Contact(s):**

Betsy Byrne

(352) 334-5022

(352) 334-2282 fax

[byrnebl@cityofgainesville.org](mailto:byrnebl@cityofgainesville.org)

**Commodities and/ or Services Purchased:**

Blue Print Services  
Copier & Supplies  
Office Equipment

Computer Software  
Copy Services  
Office Supplies

Construction Services  
Engineering Consulting  
Paper--All Types

Consulting Services  
Furniture  
Storage Space Rental\*

### Block Grant

306 NE 6<sup>th</sup> Avenue, Room # 231 ♦ Gainesville, FL 32601

P. O. Box 490, Station 22 ♦ Gainesville, FL 32602-0490

**Contact(s):**

Kathi Martin

(352) 334-5031

(352) 334-3166 fax

[martinkm@cityofgainesville.org](mailto:martinkm@cityofgainesville.org)

**Commodities and/ or Services Purchased:**

Copier & Supplies  
Management Services

Copy Services  
Office Supplies

Furniture -- Institutional  
Paper--All Types

Installation/Removal Services  
Professional Services

### Code Enforcement

306 NE 6<sup>th</sup> Avenue, Room # 131 ♦ Gainesville, FL 32601

P. O. Box 490, Station 10A ♦ Gainesville, FL 32602-0490

**Contact(s):**

Kelly Lofland

(352) 334-5030

(352) 334-2239 fax

[loflandkl@cityofgainesville.org](mailto:loflandkl@cityofgainesville.org)

**Commodities and/ or Services Purchased:**

Board & Seals  
Copy Services  
Land Levelers  
Paper--All Types  
Surveying

Computer Accessories  
Demolition Services  
Landscaping  
Remodeling &/Alterations

Computer Software  
Grounds Maintenance  
Lot Clearing Services  
Software Maintenance

Copier & Supplies  
Home Rehab  
Office Supplies  
Support Staff

### Community Redevelopment

300 East University Avenue, Suite 240 ♦ Gainesville, FL 32601

P. O. Box 490, Station 48 ♦ Gainesville, FL 32602-0490

**Contact(s):**

Rebecca Burgess

(352) 334-2205

(352) 334-2132 fax

[burgessrc@cityofgainesville.org](mailto:burgessrc@cityofgainesville.org)

**Commodities and/ or Services Purchased:**

Advertising  
Garbage Cans/Containers  
Landscape Planters/Maintenance  
Removal Services

Castings  
Grounds Maintenance  
Masonry  
Urban Planning

Consulting Services  
Installation Services  
Paper--All Types

Contract Administration  
Janitorial Services  
Partitions

\* Contractual Commodities/ Services

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## Housing

306 NE 6<sup>th</sup> Avenue, Room # 253 ♦ Gainesville, FL 32601

P. O. Box 490, Station 10B ♦ Gainesville, FL 32602-0490

### Contact(s):

Minnie Thomas

(352) 334-5026

(352) 334-2272 fax

[thomasma@cityofgainesville.org](mailto:thomasma@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Architect Services

Construction Services

Credit Investigation/Reporting

Demolition Services

Energy Consulting

Grounds Maintenance

Lead/Asbestos Inspection

Legal Services

Miscellaneous Services

Remodeling/Alterations

Sandblasting

Support Staff

Surveying

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## Planning

306 NE 6<sup>th</sup> Avenue, Room # 158B ♦ Gainesville, FL 32601

P. O. Box 490, Station 12 ♦ Gainesville, FL 32602-0490

### Contact(s):

Betsy Byrne

(352) 334-5022

(352) 334-2282 fax

[byrnebl@cityofgainesville.org](mailto:byrnebl@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Office Supplies

Paper

Toner

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## COMPUTER SERVICES

### Computer Services

222 E University Avenue, Room # 213 ♦ Gainesville, FL 32601

P. O. Box 490, Station 56 ♦ Gainesville, FL 32602-0490

### Contact(s):

Katie McDaniel

(352) 334-5033

(352) 334-3309 fax

[mcdanielke@cityofgainesville.org](mailto:mcdanielke@cityofgainesville.org)

Kirk Selph

[selphk@cityofgainesville.org](mailto:selphk@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Advertising

Answering Services

Binders

Books/Magazines

CRT Holder/Cases

Cables

Cleaners

Communication Boards

Compact Disks

Computer Hardware

Computer Peripherals

Computer Software

Copier Services

Copier Supplies

Courier Services

Data Processing

Desk Accessories

Drive/Hardware Support

Dust Control Agents

Employment Agency Services

Erasers

File Folders

First Aid

Graphic Supplies

Hard Drives

Installation Services

Letter Folders/Openers

Mail Services

Markers

Micro/Laptop Computers

Network Components

Office Equipment

Office Supplies

Pads & Tablets

Paging Services\*

Paper--All Types

Paper Shredders

Pencils

Posture Chairs

Power Supplies

Printer & Supplies

Reading Programs

Removal Services

Shirts

Software Consulting

Software/Hardware Maintenance

Storage Cabinets

Storage Devices

Support Services

Tape Cassettes

Tape Drives

Telephone Equipment

Warehouse Services

Waste Receptacles

Web Page Consulting

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## ECONOMIC DEVELOPMENT

### Economic Development

200 E University Avenue, Room # 402 ♦ Gainesville, FL 32601

P. O. Box 490, Station 6 ♦ Gainesville, FL 32602-0490

### Contact(s):

Emily Newsome

(352) 334-5012

(352) 334-3119 fax

[newsomeel@cityofgainesville.org](mailto:newsomeel@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Alarm System Monitoring

Architect Services

Building Maintenance

Computer Systems

\* Contractual Commodities/ Services

Concrete  
Copier Services  
Janitorial Services  
Office Supplies  
Support Services  
Window Shades

Construction Services  
Designing Services  
Lighting Fixtures  
Paper--All Types  
Support Staff

Consulting Services  
Electronic Components  
Locks  
Professional Services  
Switches

Copier & Supplies  
Grounds Maintenance  
Office Furniture  
Security Systems  
Temperature Control System

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## EQUAL OPPORTUNITY

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### Equal Opportunity

200 E University Avenue, 4<sup>th</sup> Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 7 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Candasy Tolbert  
Sue DeBose

(352) 334-5051

(352) 334-3119 fax

[tolbertc@cityofgainesville.org](mailto:tolbertc@cityofgainesville.org)  
[debose@cityofgainesville.org](mailto:debose@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Braille Writers/Printers  
Paper--All Types  
Copier/Fax Services

Consulting Services  
Storage Space Rental\*  
Advertising

Miscellaneous Services  
Designing/Editing Services

Office Supplies  
Office Furniture/Equipment

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### Affirmative Action

200 E University Avenue, Room # 221 ♦ Gainesville, FL 32601

P. O. Box 490, Station 21 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Candasy Tolbert

(352) 334-5051

(352) 334-3119 fax

[tolbertc@cityofgainesville.org](mailto:tolbertc@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Advertising  
Training/Consulting Services

Copy Services

Office Supplies

Software

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## FIRE RESCUE

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### Fire Rescue

1025 NE 13<sup>th</sup> Street ♦ Gainesville, FL 3260

P. O. Box 490, Station 34 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Marjorie Houston  
Kathy Drifferg

(352) 334-5078

(352)334-5078

(352) 334-2529 fax

(352)334-2529 fax

[houstonma@cityofgainesville.org](mailto:houstonma@cityofgainesville.org)  
[driggersks@cityofgainesville.org](mailto:driggersks@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Air Compressors  
Athletic Apparel  
Blood Grouping & Typing Agents  
Classes  
Computer Aids  
Copier Services  
Detergents/Soaps  
Video Rental  
Fire Protection Clothing  
First Aid Supplies  
Food  
Testing/Monitoring Services  
Instructor/Teacher  
Mannequin & Models  
Miscellaneous Services  
Paging Services  
Photographs  
Professional Services

Alarm Equipment  
Batteries & Chargers  
Camera Accessories  
Cleaners/Degreasers  
Computer Hardware/Software  
Courier Services  
Drinking Water  
Filters  
Fire Protection Equipment  
Flags  
Forms Printing  
Grounds Maintenance  
Brass for Uniforms  
Mattresses & Bedspings  
Office Equipment  
Paint--Automotive  
Picture Frames

Aluminum Materials  
Battery Chargers  
Chains--All Types  
Clothes  
Construction Management  
Decal Printing  
Drugs/Pharmaceuticals  
Fire Hose  
Fire Suppression Foam  
Flashlights  
Furniture  
Sewing/Alterations  
Journal Subscription  
Medical Equipment  
Office Supplies  
Pants/Shoes  
Printer-Laser

Vacuum Cleaners  
Tool Boxes  
Chlorine & Bleach  
Clown Supplies  
Copier & Supplies  
Deodorant Blocks  
Waste Disposal Services  
Smoke Generators  
Respiratory Equipment  
Fleet Vehicles  
Garbage Bags  
Household Appliances  
Latex Gloves  
Medical Services  
Oxygen Generating Equipment  
Paper--All Types  
Printing Services

\* Contractual Commodities/ Services

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## General Services

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### Facilities Management

405 NE 39<sup>th</sup> Avenue ♦ Gainesville, FL 32609

P. O. Box 490, Station 42 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Larry Abbott

(352) 334-2140

(352) 334-3110 fax

[abbottle@cityofgainesville.org](mailto:abbottle@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Air Conditioning Maintenance  
Asbestos Consulting  
Compressors  
Consulting Services  
Embroidery  
Generators  
Office Supplies  
Plastering  
Shirts/Jeans  
Window Washing Services

Alarm Services & Maintenance  
Automatic Door Installation  
Computer Hardware  
Doors & Accessories  
Fire Extinguisher Maintenance  
Jackets  
Paging Services  
Plumbing Equipment  
Tile Accessories  
Windows & Installation

Answering Services  
Carpet Cleaning  
Condensing Units  
Elevator Installation  
Generator Maintenance & Repair  
Janitorial Supplies  
Paper—All Types  
Professional Services  
Video Camera

Architectural Services  
Carpets & Rugs  
Construction Services  
Elevator Maintenance & Repair  
Lighting Fixtures  
Pest Control  
Roofers  
Welding Maintenance

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### Fleet Management

400 SE 5<sup>th</sup> Avenue ♦ Gainesville, FL 32601

P. O. Box 490, Station 54 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Shian Sparks

(352) 334-2848

(352) 334-2293 fax

[sparkssa@cityofgainesville.org](mailto:sparkssa@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Advertising  
Auto Maintenance  
Car Wash Equipment  
Computer Hardware  
Decals  
Fire Trucks  
Fuel System Maintenance  
Hand Tools  
Journal Subscriptions  
Metal Work Maintenance  
Paper—All Types  
Reflective Safety Apparel  
Street Sweepers  
Tire and Tube Mounting  
Transmissions  
Vehicle Painting  
Waste Services

Antifreeze  
Auto Parts  
Casters  
Condensing Units  
Designing Services  
Freight Handling  
Gas Systems  
Heavy Trucks  
Light/Medium Trucks  
Motorcycle Parts  
Publications/Visual Equipment  
Shop/Mechanic Equipment  
Sweeper Accessories  
Tires  
Two-way Radio Supplies  
Vehicle Towing/Storage  
Welding Equipment

Auto Electrical  
Automobiles & Trucks  
Chemical Spill Solvents  
Copier & Supplies  
Embroidery  
Freon  
Gasoline & Diesel  
Hose Accessories/Supplies  
Locksmith Services  
Office Supplies  
Pumps & Accessories  
Software Support  
Tank Testing & Disposal  
Tool Sets  
Uniform Rental  
Vehicles—Miscellaneous  
Welding Gases

Auto Glass & Supplies  
Batteries  
Cleaning Services  
Copier Services  
Truck Maintenance  
Fuel Oil  
Generators  
Hydraulic Hose Fittings  
Lubricants  
Paging Services  
Radiator Maintenance/Repair  
Storage Cabinets  
Test Equipment Hazardous Materials  
Tractor Parts  
Upholstery Maintenance  
Vises

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## HUMAN RESOURCES

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### Administration

222 E University Avenue, First Floor ♦ Gainesville, FL 32601

P. O. Box 490, Station 20 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Jan Stillman

(352) 334-5077

(352) 334-2291 fax

[stillmanje@cityofgainesville.org](mailto:stillmanje@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Administrative Services  
Computer Software  
Envelope Printing  
Graphic Arts Services

Advertising  
Concessions/Catering  
Food & Drinks  
In-Service Training

Answering Services  
Consulting Services  
Furniture  
Labels/Reinforcements

Bakery Products  
Copiers & Supplies  
Garbage Cans/Containers  
Novelties

\* Contractual Commodities/ Services

Office Supplies  
Photo ID Systems  
Storage Space Rental\*  
Training Services

Pagers/Radios  
Posture Chairs  
Teaching Services  
Video Projectors

Paging Services  
Printer Accessories  
Temporary Services

Paper--All Types  
Printing Services  
Training Materials

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## POLICE

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### Administration

721 NW 6<sup>th</sup> Street ♦ Gainesville, FL 32601

P. O. Box 490, Station 50 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Denise Lindsay

(352) 334-2366

(352) 334-2345 fax

[lindsaydj@cityofgainesville.org](mailto:lindsaydj@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Access Services  
Applications Software  
Bicycle Racks  
Canopies  
Computer Consulting  
Copier & Supplies  
Criminology Kits  
Emergency Telephones  
Filing Cabinets  
Guns/Pistols/Shotguns  
Inspection Services  
Mental Health Services  
Office Supplies  
Polygraph Testing  
Remote Operations Equipment  
Software Maintenance  
Storage Space Rental  
Towing & Storage  
Utility Services  
Video Monitors

Aircraft Communications Radio  
Athletic Apparel  
Bicycles  
Carpets & Rugs  
Computer Systems  
Copy Services  
Desks & Tables  
Employment Generating Activities  
Fuel Management Services  
Gymnasium Equipment  
Installation Services  
Modular Work Stations  
Pilot Training  
Printers  
Removal Services  
Software Support  
Summer Youth Program  
Tutoring  
Veterinary Services  
Video Production

Ammunition  
Automobiles  
Body Armor  
Cell Phones/Services  
Concessions/Catering  
Counseling  
Dogs  
Equine Supplies  
Gasoline--Aviation  
Hats & Helmets  
Jewelry  
Monitors  
Police Robots  
Projection Devices  
Safety Vests  
Special Education  
Support Services  
Two-Way Radios  
Video Cameras  
Uniforms including Hats & Helmets, Vests, Shirts, Pants, etc.

Animal Care, Shelter  
Badges & Emblems  
Building Rental  
Certification Services  
Consoles  
Couplings & Hitches  
Dry Cleaning Services  
Ferrier Services  
Grounds Maintenance  
Hotel Accommodations  
Laptops  
Office Machine Rental  
Police Training  
Radar Instruments  
Shirts/Jackets Hats  
Still Cameras  
Telephone Equipment  
Weight Lifting/Gymnasium Equipment  
Video Demodulators

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## PUBLIC WORKS

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### Administration

306 NE 6<sup>th</sup> Avenue, Room # 348 ♦ Gainesville, FL 32601

P. O. Box 490, Station 58 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Darlene Jeremiah

(352) 334-5070

(352) 334-2093 fax

[jeremiahld@cityofgainesville.org](mailto:jeremiahld@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Answering Services  
Computer Hardware  
Environmental Engineering  
Irrigation  
Masonry Construction  
Paper--All Types

Appraisal Services  
Construction  
Furniture  
Land Surveying & Mapping  
Materials Testing Services  
Professional Services

Architectural Services  
Courier Services  
GIS Systems  
Landscape Architectural Services  
Office Supplies  
Street/Brick Pavers

Civil Engineering  
Engineering Consulting  
Highway Construction  
Paging Services\*  
Surveyor Services

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### Operations

405 NW 39<sup>th</sup> Avenue, Building A ♦ Gainesville, FL 32609

P. O. Box 490, Station 41 ♦ Gainesville, FL 32602-0490

#### Contact(s):

Tom Frisbie

(352) 334-2161

(352) 334-3110 fax

[frisbietg@cityofgainesville.org](mailto:frisbietg@cityofgainesville.org)

#### Commodities and/ or Services Purchased:

Answering Services

Asphalt

Batteries

Bricks

\* Contractual Commodities/ Services

Brush Cutters/Saws	Chemicals--All Types	Computer Accessories	Computer Software
Concrete	Copier & Supplies	Copier Services	Ditch Maintenance
Dry Ice	Embroidery	Epaulets	Erosion Control Services
Fish	Guard Rails	Insecticides	Jackets
Limerock	Manholes	Motor Graders	No. 57 Stone
Office Supplies	Paging Services*	Paints--Traffic	Pants
Paper--All Types	Paving/Stepping Blocks	Pipe--Polyethylene	Safety Barriers
Sand/Gravel	Saws & Blades	Screen Printing	Shipping Boxes
Shirts	Steel Bars & Rods	Storm Sewer Pipe	Telephone Services
Traffic Safety Barriers	Trailers	Unskilled Labor	

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## Stormwater Services

306 NE 6<sup>th</sup> Avenue, Room # 348 ♦ Gainesville, FL 32601  
Gainesville, FL 32602-0490

P. O. Box 490, Station 58 ♦

### Contact(s):

Darlene Jeremiah

(352) 334-5070

(352) 334-2093 fax

[jeremiahld@cityofgainesville.org](mailto:jeremiahld@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Answering Services	Appraisal Services	Architectural Services	Archival Services
Art Supplies	Catering Services	Construction Services	Decals
Dredging Services	Electronic Storage Media	Environment Consulting	Environmental Engineering Services
Furniture	GIS Services	Legal Services	Mapping Services
Office Equipment	Office Supplies	Outreach Services	Paging Services*
Paper Supplies	Printing & Copying	Signs	Site Work
Software Programming	Storage Space Rental	Surveying Service	Training Services
Web Services			

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## Traffic Operations

405 NW 39<sup>th</sup> Avenue, Building E ♦ Gainesville, FL 32609

P. O. Box 490, Station 58 ♦ Gainesville, FL 32602-0490

### Contact(s):

Jeanne-Marie Ritter

(352) 334-2127

(352) 334-2093 fax

[ritterjm@cityofgainesville.org](mailto:ritterjm@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Answering Services	Beacon & Signal Lights	Bicycle Racks	Cable Construction
Clothes	Computer Hardware	Computer Software	Computer Training
Copier & Supplies	Copier Services	Detector Arrays	Electron Detectors
Engineering Consulting	Graphic Plotters	Highway Construction	Label Dispense Machines
Metal Racks	Paging Services	Paper--All Types	Park Benches
Professional Services	Road Construction	Sign Making Equipment	Sign Making Materials
Signal System Maintenance	Steel Posts (markers)	Telephone/Mobile Phones	Traffic Controls
Wiring Devices			

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## Transportation Services

306 NE 6<sup>th</sup> Avenue, Room # 12 ♦ Gainesville, FL 32601

P. O. Box 490, Station 58 ♦ Gainesville, FL 32602-0490

### Contact(s):

Darlene Jeremiah

(352) 334-5070

(352) 334-2093 fax

[jeremiahld@cityofgainesville.org](mailto:jeremiahld@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Appraisal Services	Computer Training	Construction Services	Decals & Permits
Engineering Consulting	Fax Machine	Paging Services	Paper--All types
Software Updating Services			

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## Waste Management

222 E University Avenue, Room # 250 ♦ Gainesville, FL 32601

P. O. Box 490, Station 58 ♦ Gainesville, FL 32602-0490

### Contact(s):

Gail Durant

(352) 334-2330

(352) 334-2213 fax

[durantgl@cityofgainesville.org](mailto:durantgl@cityofgainesville.org)

**Commodities and/ or Services Purchased:**

Advertising	Answering Services	Batteries	Bookcases & Shelves
Compactors	Copier & Supplies	Copy Services	Digital Cameras
Ecological Services	Environmental Services	Filing Cabinets	Furniture
Garbage/Trash Removal	Installation Services	Paging Services*	Paper--All Types
Plastic Bags/Liners	Recycled Containers	Recycling Services	Removal Services
Solid/Liquid Waste Disposal	Storage Space Rental*		

**RECREATION****Administration**1024 NE 14<sup>th</sup> Street, A ♦ Gainesville, FL 32601

P. O. Box 490, Station 24 ♦ Gainesville, FL 32602-0490

**Contact(s):**Connie Whitney  
Steve Phillips

(352) 334-5067

(352) 334-3299 fax

[whitnecp@cityofgainesville.org](mailto:whitnecp@cityofgainesville.org)  
[phillipssr@cityofgainesville.org](mailto:phillipssr@cityofgainesville.org)**Commodities and/ or Services Purchased:**

Answering Services	Athletic Apparel	Auditing	Building Rental
Chemicals--All Types	Computer Accessories	Concessions/Catering	Construction
Copier & Supplies	Copy Services	Curtains/Draperies	Delivered Meals
Electricians' Safety Gloves	First Aid	Furniture	Games--All Kinds
Insurance	Lamps & Lighting	Land Rental	Office Supplies
Paging Services*	Paper--All Types	Park/Playground Equipment	Security/Access Systems
Sporting Equipment	Sports Officials	Sports Professional Services	Suction/Discharge Hose & Fittings
Swimming Pool Equipment	Telephone Systems & Portable	Uniforms	Warehouse/Storage Services
Swimming Pool Maintenance Teacher/Instructor			

**Cultural Affairs**302 NE 6<sup>th</sup> Avenue, Building A ♦ Gainesville, FL 32601

P. O. Box 490, Station 30 ♦ Gainesville, FL 32602-0490

**Contact(s):**

Coni Gesualdi

(352) 334-5064

(352) 334-2314 fax

[gesualdicr@cityofgainesville.org](mailto:gesualdicr@cityofgainesville.org)**Commodities and/ or Services Purchased:**

Answering Services	Architect Services	Artists	Christmas Decorations &/Installation
Construction Services	Copier & Supplies	Copier Services	Entertainment Services
Event Planning Services	Food Vendors	Janitorial Services	Land Rental/Lease
Musical Production	Office Supplies	Paper--All types	Parking Lot Rental
Piano Accessories	Professional Services	Research Services	Security Guards
Shirts/Jackets	Speakers	Support Services	Theatrical Services\
Unskilled Labor	Video System		

**Ironwood Golf Course**2100 NE 39<sup>th</sup> Avenue ♦ Gainesville, FL 32609

P. O. Box 490, Station 23 ♦ Gainesville, FL 32602-0490

**Contact(s):**Jeff Cardozo  
Connie Whitney

(352)334-2202

(352) 334-5067

(352)334-3107 fax

(352) 334-3299 fax

[cardozojm@cityofgainesville.org](mailto:cardozojm@cityofgainesville.org)[whitnecp@cityofgainesville.org](mailto:whitnecp@cityofgainesville.org)**Commodities and/ or Services Purchased:**

Advertising	Answering Services	Copier & Supplies	Copy Services
Electrical Services	Engineer Services	Food/Drinks	Furniture Installation
Grounds Maintenance	Indoor Lighting Fixtures	Landscaping	Lights & Accessories
Lounge Furniture	Office Supplies	Paging Services*	Paper--All Types
Printing Services	Score Cards		

**Nature Operations**1024 NE 14<sup>th</sup> Street, A ♦ Gainesville, FL 32601

P. O. Box 490, Station 24 ♦ Gainesville, FL 32602-0490

\* Contractual Commodities/ Services

**Contact(s):**

Shirley Crownover

(352) 334-5067

(352) 334-3299 fax

[crownovess@cityofgainesville.org](mailto:crownovess@cityofgainesville.org)**Commodities and/ or Services Purchased:**

Advertising	Animal Feed	Architect Services	Cell Phones/Radios
Chairs	Clothes	Computers & Accessories	Concessions/Catering
Construction Services	Desks & Tables	Dry Cleaning	Embroidery
Engineering Consulting	Entertainers	Environment Consulting	Farm Animals
Farrier Services	Fire Extinguishers	First Aid Kits	Food & Drinks
GIS Systems	Garbage Cans	Graphic Design	Handtools
Lumber	Office Supplies	Paper--All Types	Park Benches
Pesticides	Picnic Tables	Plastic Bags/Trashcan Liners	Playground Equipment
Playground Equipment	Powertools	Printing	Professional Services
Pulverizers/Rotary Tillers	Recycled Clothing	Recycling Services	Remodeling/ Alterations
Roofing Equipment	Security Systems & Services	Semi-skilled Labor	Signs
Silkscreen Printing	Site Work	Software Maintenance	Sound Systems
Storage Cabinets	Support Staff	Telephone System	Termite Inspection/Treatment
Toys/Games	Transportation of Goods	Veterinarian Services	Wheelchairs

**Parks**405 NW 39<sup>th</sup> Avenue, F ♦ Gainesville, FL 32609

P. O. Box 490, Station 27 ♦ Gainesville, FL 32602-0490

**Contact(s):**

Debbe Duffie

(352) 334-2171

(352) 334-3197 fax

[duffiedl@cityofgainesville.org](mailto:duffiedl@cityofgainesville.org)

Pat Byrne

[byrnebj@cityofgainesville.org](mailto:byrnebj@cityofgainesville.org)**Commodities and/ or Services Purchased:**

Agricultural Implement	Architectural Services	Ballfield Clay	Basketball Rims & Nets
Catering Services	Concrete	Construction Services	Coolers
Copier & Supplies	Copier Services	Cutters/Shredders	Edgers & Trimmers
Fence Installation	First Aid Supplies	Garbage Cans/Bags	Gatorade
Grounds Maintenance	Installation Services	Landscape Architecture	Lawn Blower
Mobile Phones	Mower	Office Supplies	Outdoor Park Benches
Park Equipment	Park Signs	Picnic Tables	Playground Equipment
Removal Services	Roadside Safety Signs & Equipment	Semi-skilled Labor	Shirts/Jackets
Support Staff	Surveying	Telephone Systems	Tennis Screens
Trash Receptacles	Tree Trimming/Pruning	Trees	

**REGIONAL TRANSIT SYSTEM****Administration**

602 South Main Street, Suite C ♦ Gainesville, FL 32601

P. O. Box 490, Station 14 ♦ Gainesville, FL 32602-0490

**Contact(s):**

Dorothy Delaney

(352) 334-5034

(352) 334-2263 fax

[delaneydc@cityofgainesville.org](mailto:delaneydc@cityofgainesville.org)**Commodities and/ or Services Purchased:**

Ad Agency Services	Advertising	Answering Services	Applications Software
Architectural Services	Bus Shelters	Buses & Taxi Services	Buses--School & Transit
Certification Services	Compressors	Computer Hardware	Concessions/Catering
Consulting Services	Copier & Maintenance	Decals	Fencing
Food	Garbage Cans/Containers	Graphic Arts Services	Inspection Services
Local Travel	Monitors	Newspaper Subscription	Office Buildings
Office Supplies	Paging Services	Paint	Paper--All Types
Park Benches	Printers	Recycled Office Supplies	Sign Painting Services
Signage Destination Route	Smoking Stands/Urns	Steam/Pressured Water	Storage Space Rental*
Telephone Equipment	Towing Services	Training & Instruction	Uniforms
Vehicles	Video Projectors	Voice Mail Services	Wheelchair Lifts
Wiring Maintenance			



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## Bus Garage

100 SE 10<sup>th</sup> Avenue ♦ Gainesville, FL 32601

P. O. Box 490, Station 14 ♦ Gainesville, FL 32602-0490

### Contact(s):

Ronda Carney

(352) 334-5034

(352) 334-3163 fax

[carneyrl@cityofgainesville.org](mailto:carneyrl@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Auto Fuses	Auto Parts—All Kinds	Auto Tape	Automobiles
Automotive Seats	Batteries	Battery Chargers/Testers	Body & Frame Work
Brake Parts	Buses—School & Transit	Chemicals—All Types	Cold/Soak Tank Cleaners
Compressors & Parts	Cooling System	Electrical Accessories	Electrical Lifts/Hoists
Electronic Repair Equipment	Engine Parts	Fare Collection Equipment	Filters—All Types
Fire & Safety Services	Fire Extinguisher Rechargers	Fire Extinguishers	Food
Freight Containers	Fuel System Kits	Gasoline	Generators
Hard Surface Cleaner	Hydraulic Oil/Fluid	Jacks & Cranks	Janitorial Supplies
Medical Gases	Petroleum/Fuel Storage & Distribution	Rental Equipment	Shop & Mechanic Equipment
Software Maintenance	Tire/Tube Mounting	Tools	Towing & Storage Services
Training Aids	Transmissions	Transportation of Goods	Uniforms
Washing Parts	Waste Disposal	Welding & Industrial Gases	

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## RISK MANAGEMENT

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### Administration

222 E University Avenue, Basement ♦ Gainesville, FL 32601

P. O. Box 490, Station 60 ♦ Gainesville, FL 32602-0490

### Contact(s):

Anna Botha

(352) 334-5045

(352) 334-3102 fax

[bothaak@cityofgainesville.org](mailto:bothaak@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Actuarial Services	Alcohol & Drug Testing	Answering Services	Computer Hardware
Copier Services	Copiers & Supplies	Counseling	Insurance
Legal Services	Medical Personnel	Medical Services	Office Supplies
Paging Services*	Paper—All Types	Psychologist Services	Risk Management
Storage Space Rental*	Support Staff	Video Camera Recorders	

### Health Services

222 E University Avenue, Basement ♦ Gainesville, FL 32601

P. O. Box 490, Station 60 ♦ Gainesville, FL 32602-0490

### Contact(s):

Anna Botha

(352) 334-5045

(352) 334-3185 fax

[bothaak@cityofgainesville.org](mailto:bothaak@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Fax Machine Maintenance	First Aid Supplies	Serums	Toxoids
Vaccines			

### Insurance

222 E University Avenue, Basement ♦ Gainesville, FL 32601

P. O. Box 490, Station 60 ♦ Gainesville, FL 32602-0490

### Contact(s):

Anna Botha

(352) 334-5045

(352) 334-3102 fax

[bothaak@cityofgainesville.org](mailto:bothaak@cityofgainesville.org)

### Commodities and/ or Services Purchased:

Administrative Services	Dietician Services	Insurance	Paper—All Types
Risk Management	Video Camera Equipment		