

PRODUCT AND SERVICES DIRECTORY FOR
FINANCE DEPARTMENT

Finance/Accounting

ITEM/CATEGORY	CONTACT PERSON	DIVISION	PROJECTED AMOUNT	PHONE NUMBER
Copy (Xerox) Paper	Shiwanda Brown/ John Pistorius	Finance/Accounting	\$1,500.00	673-5603/ 5615
Office Supplies	Shiwanda Brown/ John Pistorius	Finance/Accounting	\$5,500.00	673-5603/ 5615
Printing and Related	Shiwanda Brown/ John Pistorius	Finance/Accounting	\$18,000.00	673-5603/ 5615
Publications/	Shiwanda Brown/ John Pistorius	Finance/Accounting	\$600.00	673-5603/ 5615
Reproduction/Photo	Shiwanda Brown/ John Pistorius	Finance/Accounting	\$200.00	673-5603/ 5615
ADDITIONAL BELOW:				
Fax Supplies	Shiwanda Brown/ John Pistorius	Finance/Accounting	\$200.00	673-5603/ 5615
Copier Maintenance	Shiwanda Brown/ John Pistorius	Finance/Accounting	\$1,500.00	673-5603/ 5615
Office Equipment	Shiwanda Brown/ John Pistorius	Finance/Accounting	\$450.00	673-5603/ 5615

**PRODUCT AND SERVICES DIRECTORY FOR
 FINANCE DEPARTMENT
 Purchasing/Mailroom Division**

ITEM/CATEGORY	CONTACT PERSON	DIVISION	PROJECTED AMOUNT	PHONE NUMBER
Copy Machine Maintenance	Mary Fuller	Purchasing	\$1,500.00	673-5458
Mailing/ Courier Services	Tom Mattox	Purchasing/ Mail Room	\$42,000.00	673-5457
Office Supplies	Wendy Wagnon	Purchasing	\$2,500.00	673-5454
Printer Accessories	Mary Fuller	Purchasing	\$1,500.00	673-5458
Printing & Related Services	Wendy Wagnon	Purchasing	\$27,000.00	673-5454
Professional Journals	Donald Evans	Purchasing	\$200.00	673-5460
Toner Cartridges	Mary Fuller	Purchasing	\$1,500.00	673-5458

**PRODUCT AND SERVICES DIRECTORY FOR
FINANCE DEPARTMENT
Finance/Risk Management Division**

ITEM/CATEGORY	CONTACT PERSON	DIVISION	PROJECTED AMOUNT	PHONE NUMBER
Attorney Services	Charles Madden	Finance/Risk Management	\$2,250,000	673-5597
Cellular Telephone	Charles Madden	Finance/Risk Management	\$800.00	673-5597
Copies	Crystal Malone	Finance/Risk Management	\$100.00	673-5540
Fidelity/Security Bonds	Charles Madden	Finance/Risk Management	\$1,000.00	673-5597
Gas & Diesel Fuel	Charles Madden	Finance/Risk Management	\$1,500.00	673-5597
Insurance Policies	Charles Madden	Finance/Risk Management	\$2,430,000	673-5597
Office Equipment	Barbara Garrett	Finance/Risk Management	\$4,000.00	673-5549
Office Supplies	Barbara Garrett	Finance/Risk Management	\$3,000.00	673-5549
Office Books	Barbara Garrett	Finance/Risk Management	\$2,500.00	673-5549
Office Postage	Barbara Garrett	Finance/Risk Management	\$200.00	673-5549
Office Telephone	Barbara Garrett	Finance/Risk Management	\$2,000.00	673-5549
Office Reproduction	Barbara Garrett	Finance/Risk Management	\$100.00	673-5549
Training Materials	Patricia Hornsby	Finance/Risk Management	\$1,500.00	673-5551
Workers' Comp Claims/Administrative Services	Charles Madden	Finance/Risk Management	\$612,000	673-5597

**PRODUCT AND SERVICES DIRECTORY FOR
FINANCE DEPARTMENT
Finance/Records Management Division**

ITEM/ CATEGORY	CONTACT	DIVISION	PROJECTED AMOUNT	PHONE NUMBER
B/W Labels	Vernon Powell	Records Management	\$15.00	673-5582
Gas & Diesel Fuel	Vernon Powell	Records Management	\$500.00	673-5582
Master Trak Labels	Vernon Powell	Records Management	\$2,300.00	673-5582
Office, Supplies	Vernon Powell	Records Management	\$300.00	673-5582
Printer Cartridges	Vernon Powell	Records Management	\$2,670.00	673-5582
ADDITIONAL CATEGORIES:				
Document Destruction Services	Vernon Powell	Records Management	\$9,600.00	673-5582

PRODUCT AND SERVICES DIRECTORY FOR
FINANCE DEPARTMENT
Finance/ Revenue Division

ITEM CATEGORY	CONTACT PERSON	DIVISION	PROJECTED AMOUNT	PHONE NUMBER
Certified Tax Notices	Peggy Jordan	Finance/Revenue	\$1,600.00	673-5585
Check Encoder Supplies	Peggy Jordan	Finance/Revenue	\$1,600.00	673-5585
Collection Agencies	James Bowie	Finance/Revenue	350,000.00	673-5591
Copier/Fax Supplies	Peggy Jordan	Finance/Revenue	2,000.00	673-5585
Delinquent Tax Advertising-Official	James Bowie	Finance/Revenue	24,000.00	673-5591
OCR (Unisys)	Peggy Jordan	Finance/Revenue	\$3,000.00	673-5585
Letterhead/Envelopes	Peggy Jordan	Finance/Revenue	\$3,000.00	673-5585
License Tax Stickers	Peggy Jordan	Finance/Revenue	\$200.00	673-5585
HCFA1500.Forms	Peggy Jordan	Finance/Revenue	\$0.00	673-5585
Printer/Paper & Toner	Peggy Jordan	Finance/Revenue	\$3,500.00	673-5585

PRODUCTS AND SERVICES DIRECTORY

SHREVEPORT POLICE DEPARTMENT

<u>ITEM CATEGORY</u>	<u>CONTACT PERSON</u>	<u>DIVISION</u>	<u>PROJECTED AMOUNT</u>	<u>PHONE NUMBER</u>
Ammunition	Lt. Bill Offer	Academy	\$40,500	673-7170
Audio Cassette Tapes	Pam Moore	Investigations	\$2,000	673-6913
Batteries (all types)	Pam Moore	Investigations	\$4,000	673-6913
Bicycle Equipment	Pam Moore	USD	\$2,600	673-6913
Bicycle Maintenance	Pam Moore	USD	\$1,500	673-6913
Computer Hardware	Susan Reno	Administration	\$25,000.00	673-6912
Computer Software	Susan Reno	Administration	\$10,000	673-6912
Copier Supplies	Pam Moore	USD	\$2,000	673-6913
Copy Machine Rentals	Rozina Mayshack	Administration	\$5,000/Per Yr	673-6916
Copy Machine Maint.	Pam Moore	USD	\$6,500	673-6913
Custodial Supplies	Rozina Mayshack	Support	\$20,000	673-6916
Dog Food (K-9)	Pam Moore	USD	\$2,000	673-6913
Drug Test Kits	Pam Moore	Investigations	\$1,000	673-6913
Drug Test Kits	Pam Moore	USD	\$1,500	673-6913
Fax Cartridges	Pam Moore	Investigations	\$1,200	673-6913
Fax Supplies	Pam Moore	USD	\$1,000	673-6913
Film Processing	Pam Moore	Investigations	\$1,000	673-6913
Film	Pam Moore	Investigations	\$7,000	673-6913
Guard Services	Rozina Mayshack	Support	\$50,000	673-6916
Hay	Pam Moore	USD	\$2,500	673-6913
Heat Seal Evidence Bags	Pam Moore	USD	\$1,000	673-6913
Horse Vet Services	Pam Moore	USD	\$1,000	673-6913
Horse Bedding Material	Pam Moore	USD	\$1,000	673-6913
Horse Farrier	Pam Moore	USD	\$3,000	673-6913
Horse Feed	Pam Moore	USD	\$2,000	673-6913
Jail Prescription Drugs	Rozina Mayshack	Support	\$21,000	673-6916
Jail Food	Rozina Mayshack	Support	\$70,000	673-6916
Misc. Horse Supplies	Pam Moore	USD	\$1,000	673-6913
Office Furniture	Tonya Franks	Administration	Varies	673-6911
Office Supplies	Tonya Franks	Administration	\$50,000	673-6911
Pagers	Tonya Franks	Administration	\$5,000	673-6911
Police Sirens	K. O. Williams	Administration	\$10,000	673-7242
Police Light Bars	K. O. Williams	Administration	\$10,000	673-7242
Police Radars	Pam Moore	USD	\$15,000	673-6913
Police Automobiles	K. O. Williams	Administration	\$100,000	673-7242
Police Bicycle Supplies	Pam Moore	USD	\$1,000	673-6913
Police Crime Scene Tape	Pam Moore	USD	\$1,000	673-6913
Police Clothing	Tonya Franks	Administration	\$200,000	673-6911
Police Dry Cleaning	Tonya Franks	Administration	\$50,000	673-6911
Police Ballistic Vests	Tonya Franks	Administration	\$20,000	673-6911
Police Bicycles	Pam Moore	USD	\$5,000	673-6913
Police Graphics	K. O. Williams	Administration	\$5,000	673-7242
Printers	Susan Reno	Administration	\$2,000	673-6912

Printing Svcs	Rozina Mayshack	Support	\$2,500	673-6916
Printing Svcs	Pam Moore	USD	\$15,000	673-6913
Safety Equipment	Pam Moore	USD	\$2,000	673-7384
Surveillance Equipment	Capt. Mike Laing	Investigation	\$10,000	673-7043
Video Equipment	Pam Moore	USD	\$10,000	673-6913

PRODUCT & SERVICES DIRECTORY

DEPARTMENT OF PROPERTY STANDARDS

ITEM CATEGORY	CONTACT PERSON	PROJECTED AMOUNT	PHONE #
Copy Services	Eva Phillips	\$ 300	673-6275
Publications and Printing	Eva Phillips	\$ 3,000	673-6275
Office Supplies	Eva Phillips	\$ 20,000	673-6275
Telephone Services	Eva Phillips	\$ 6,000	673-6275
Cellular Telephone Services	Eva Phillips	\$ 19,000	673-6275
Mail Services	Eva Phillips	\$ 45,000	673-6275
Uniforms-Office Staff	Eva Phillips	\$ 3,000	673-6275
Uniforms-Grass Crews	Eva Phillips	\$ 1,300	673-6275
Uniforms-Inspector	Eva Phillips	\$ 4,000	673-6275
Small Equipment	Eva Phillips	\$ 500	673-6275
Books	Eva Phillips	\$ 3,300	673-6275
Safety Equipment	Eva Phillips	\$ 500	673-6275
Office Furniture	Eva Phillips	\$ 20,000	673-6275
Custodial Supplies	Eva Phillips	\$ 500	673-6275
Chemicals	Eva Phillips	\$ 0	673-6275
Consumables	Eva Phillips	\$ 600	673-6275
Advertising	Eva Phillips	\$ 7,500	673-6275
Grass Retardant	Latoicha Jones	\$ 100,000	673-6278
Towing Services	Latoicha Jones	\$ 40,000	673-6278
Grass Cutting	Latoicha Jones	\$1,161,100	673-6278
Demolitions	Latoicha Jones	\$ 850,000	673-6278

PRODUCTS AND SERVICES DIRECTORY

SHREVEPORT POLICE DEPARTMENT

<u>ITEM CATEGORY</u>	<u>CONTACT PERSON</u>	<u>DIVISION</u>	<u>PROJECTED AMOUNT</u>	<u>PHONE NUMBER</u>
Ammunition	Lt. Bill Offer	Academy	\$40,500	673-7170
Audio Cassette Tapes	Pam Moore	Investigations	\$2,000	673-6913
Batteries (all types)	Pam Moore	Investigations	\$4,000	673-6913
Bicycle Equipment	Pam Moore	USD	\$2,600	673-6913
Bicycle Maintenance	Pam Moore	USD	\$1,500	673-6913
Computer Hardware	Susan Reno	Administration	\$25,000.00	673-6912
Computer Software	Susan Reno	Administration	\$10,000	673-6912
Copier Supplies	Pam Moore	USD	\$2,000	673-6913
Copy Machine Rentals	Rozina Mayshack	Administration	\$5,000/Per Yr	673-6916
Copy Machine Maint.	Pam Moore	USD	\$6,500	673-6913
Custodial Supplies	Rozina Mayshack	Support	\$20,000	673-6916
Dog Food (K-9)	Pam Moore	USD	\$2,000	673-6913
Drug Test Kits	Pam Moore	Investigations	\$1,000	673-6913
Drug Test Kits	Pam Moore	USD	\$1,500	673-6913
Fax Cartridges	Pam Moore	Investigations	\$1,200	673-6913
Fax Supplies	Pam Moore	USD	\$1,000	673-6913
Film Processing	Pam Moore	Investigations	\$1,000	673-6913
Film	Pam Moore	Investigations	\$7,000	673-6913
Guard Services	Rozina Mayshack	Support	\$50,000	673-6916
Hay	Pam Moore	USD	\$2,500	673-6913
Heat Seal Evidence Bags	Pam Moore	USD	\$1,000	673-6913
Horse Vet Services	Pam Moore	USD	\$1,000	673-6913
Horse Bedding Material	Pam Moore	USD	\$1,000	673-6913
Horse Farrier	Pam Moore	USD	\$3,000	673-6913
Horse Feed	Pam Moore	USD	\$2,000	673-6913
Jail Prescription Drugs	Rozina Mayshack	Support	\$21,000	673-6916
Jail Food	Rozina Mayshack	Support	\$70,000	673-6916
Misc. Horse Supplies	Pam Moore	USD	\$1,000	673-6913
Office Furniture	Tonya Franks	Administration	Varies	673-6911
Office Supplies	Tonya Franks	Administration	\$50,000	673-6911
Pagers	Tonya Franks	Administration	\$5,000	673-6911
Police Sirens	K. O. Williams	Administration	\$10,000	673-7242
Police Light Bars	K. O. Williams	Administration	\$10,000	673-7242
Police Radars	Pam Moore	USD	\$15,000	673-6913
Police Automobiles	K. O. Williams	Administration	\$100,000	673-7242
Police Bicycle Supplies	Pam Moore	USD	\$1,000	673-6913
Police Crime Scene Tape	Pam Moore	USD	\$1,000	673-6913
Police Clothing	Tonya Franks	Administration	\$200,000	673-6911
Police Dry Cleaning	Tonya Franks	Administration	\$50,000	673-6911
Police Ballistic Vests	Tonya Franks	Administration	\$20,000	673-6911
Police Bicycles	Pam Moore	USD	\$5,000	673-6913
Police Graphics	K. O. Williams	Administration	\$5,000	673-7242
Printers	Susan Reno	Administration	\$2,000	673-6912
Printing Svcs	Rozina Mayshack	Support	\$2,500	673-6916
Printing Svcs	Pam Moore	USD	\$15,000	673-6913

Safety Equipment	Pam Moore	USD	\$2,000	673-7384
Surveillance Equipment	Capt. Mike Laing	Investigation	\$10,000	673-7043
Video Equipment	Pam Moore	USD	\$10,000	673-6913

SPORTRAN
PRODUCT AND SERVICES
DIRECTORY

FY 2011



**FAIR SHARE
PRODUCT AND SERVICES DIRECTORY
SPORTRAN**

ITEM CATEGORY	CONTACT PERSON	DIVISION	PROJECTED AMOUNT	PHONE NUMBER
Office Supplies	Debra Rhines or Vicki Claunch	Finance & Accounting	\$15,000	673-7400
Temporary Employment	Brenda Tolliver	Human Resources	\$0	673-7400
Postage & Freight	Vicki Claunch or Joe Watson	Finance & Acct. & Maintenance	\$12,000	673-7400
Maintenance: Copier & Postage Machines	Vicki Claunch or Tricia Barbee	Finance & Accounting	\$1,500	673-7400
Computer: Equipment & Software	City of Shreveport	Data Processing	0	
Media Advertising	Brenda Tolliver or Vicki Claunch	Human Resources & Administrative Svc	\$17,000	673-7400
Printing	Fred McClanahan or Vicki Claunch	Administrative or Media Services	\$40,000	673-7400 or 865-1900
Industrial Cleaning Supplies	Joe Watson	Maintenance	\$100,000	673-7400
Industrial Paper Supplies	Joe Watson	Maintenance	\$50,000	673-7400
Prof. Svc. Pest Control (Buses Only)	Joe Watson	Maintenance	\$16,000	673-7400
First Aid Supplies	Joe Watson	Maintenance	\$1,000	673-7400

**FAIRSHARE
PRODUCT AND SERVICES DIRECTORY
SPORTRAN**

ITEM CATEGORY	CONTACT PERSON	DIVISION	PROJECTED AMOUNT	PHONE NUMBER
Diesel Fuel (BID ONLY)	Joe Watson	Maintenance	\$1,353,000	673-7400
Oil (BID ONLY)	Joe Watson	Maintenance	\$39,000	673-7400
Lubricants	Joe Watson	Maintenance	\$25,000	673-7400
Tires & Tubes	Joe Watson	Maintenance	\$170,0000	673-7400
Bus Parts	Joe Watson	Maintenance	\$1,300,000	673-7400