

BUYER NO.	COMMODITY OR SERVICE	BUYER NO.	COMMODITY OR SERVICE	BUYER NO.	COMMODITY OR SERVICE
5	Air Conditioning (Window Mount Type, Commercial)	4	Farm Supplies, Animal Feed, Hay	2	Pharmaceuticals
8	Airport Equipment (Ground Handling)	7	Fasteners	5	Photographic Equipment & Supplies
8	Anti-Freeze	3	Fax Machines & Supplies	3	Picture Frames
4	Amusement Rides, Parts, & Accessories	7	Fencing & Fence Supplies	3	Plastic & Acrylic Materials
4	Ammunition & Targets	4	Films & Movies	8	Plumbing & Heating Supplies
6	Appliances, Domestic	8	Filters, Automotive & Non-Automotive	4	Police Equipment & Supplies
3	Archival Supplies	7	Fire Extinguishers	7	Poly Bags
6	Arts & Crafts Supplies	3	Flags & Banners	7	Polymer, Wastewater Treatment Plant
4	Athletic & Recreation Equipment	3	Floor Coverings	3	Printing
5	Audio Visual Equipment & Supplies	4	Food Items	6	Public Health Items
8	Automotive Parts & Accessories	2	Fuel Oil	8	Pumps, Compressors
5	Autopsy Equipment & Supplies	7	Gases, Industrial, Medical, Scientific	5	Radio Communication Equipment
4	Awards & Trophies	2	Gasoline	7	Refrigerant
8	Batteries, Automotive	2	Glass	8	Road Surface Materials & Equipment
6	Batteries, Dry	4	Hardware Supplies	3	Safes
7	Bearings	6	Health & Beauty Aids	7	Safety and Fire Fighting Equipment & Supplies
5	Biochemicals, Reagents	4	Horticultural & Related Supplies	2	Sale of Surplus County Property
3	Blinds & Draperies	7	Hoses, Non-Automotive	7	Salt, Water Softener
3	Books & Binding Supplies	5	HVAC Equipment	5	Scientific Equipment
7	Bulbs	4	Ice & Ice Machines	7	Seals, Packing, & Gaskets
3	Carpeting	5	Instruments, Gauges, & Related Supplies	4	Security Equipment & Supplies
4	Ceramic Supplies	7	Janitorial Equipment & Supplies	3	Shelving, Lockers, & Related Equipment
7	Chemical Waste Services	4	Kitchen Dietary Equipment & Supplies	7	Signs & Sign Making Supplies
7	Chemicals, Industrial & Scientific	6 & 5	Laboratory Diagnostic Services & Supplies	7	Steel & All Metals
7	Clean Room Equipment & Supplies	4	Laundry Equipment & Supplies	4	Swimming Pool Equipment & Supplies
3	Clothing (Uniforms, Gloves & Boots)	8	Lawn Mowers	8	Tanks, Bulk Storage
5	Controls	4	Locks & Locksmith Supplies	3	Textiles
8	Construction & Highway Equipment	8	Lubricants	5	Telecommunication Equipment & Supplies
3	Copy Machines & Supplies	7	Lumber & Allied Building Materials	5	Telephone Equipment
6	Corrugated Boxes	4	Machine Tools	4	Theatrical Equipment
5	Computer Support Supplies	3	Mailing Equipment & Supplies	3	Time Clocks
5	Computer Generated Systems	3	Mailroom Supplies	8	Tires & Tubes, Automotive
5	Data Base and Tariff Subscriptions	4	Marine Equipment & Supplies	4	Tools (Hand & Power)
7	Deicing Glycol	8	Material Handling Equipment	8	Tractors (Industrial, Farm, Lawn & Garden)
6	Dental Equipment & Supplies	6	Medical Equipment	8	Turf Equipment, Parts, & Accessories
7	Drug and Blood Testing Equipment & Supplies	4	Musical Instruments & Related Equipment	7	"V" Belts
7	Electrical Supplies	2	Natural Gas	2	Vaccines
5	Electronic Supplies	5	Networking Equipment	8	Vehicles, All Types
3	Emblems	3	Novelties (Promotional Merchandise)	8	Vehicle Leases
4	Engineering & Drafting Supplies	3	Office Furniture	4	Veterinary Equipment & Supplies
4	Event & Party Items	6	Office Supplies	8	Wastewater Equipment Supplies
5	Exterminating Supplies	7	Paint & Paint Supplies	3	Water Coolers & Bottled Water
6	Family Planning Products	6	Paper	7	Welding Equipment & Supplies
5	Fans	6	Paper & Plastic Products (Disposable)	7	Wiping Cloths (non-paper)
		4	Pediatric Rehabilitation Equip. & Supplies	6	X-ray Equipment & Supplies

**BUREAU OF PURCHASE & SUPPLIES
TABLE OF ORGANIZATION & BUYER NUMBERS**

- 1. JAMES J. FERRARA
Purchasing Agent231-1185
- 2. ANN MARIE VARIANO
Deputy Purchasing Agent231-1224

BUYING GROUPS

BUYER #	NAME	TELEPHONE#
3.	STEVEN PIRONE	231-1497
4.	ARTHUR CERBONE	231-1645
5.	MARC GOLDENBERG	231-1427
6.	LADIA MONTALVO	231-1774
7.	MICHAEL DOYLE	231-1405
8.	MARTIN CONNOLLY	231-1329

- Bureau Of Purchase & Supplies Fax231-1546
- General Information231-1872
- Contract Administration &
Status of Requisitions - Barbara Thelk231-1499
- Surplus & Stock
Coordinator - Andrew Moore231-1429
- Junior Administrative Assistant
Peggy Andrews231-1175

Visit our web page at www.westchestergov.com/bps

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**GUIDE TO THE
BUREAU OF PURCHASE & SUPPLIES**

This guide is published as a reference for county departments and vendors to easily identify specific commodities and services purchased by the County of Westchester and the buyer(s) procuring same.

Westchester County Charter

Section twenty-four of Chapter six hundred seventeen of the Westchester County Charter mandates that "It shall be his duty (Purchasing Agent) to control the purchase, sale, rental, repair, and distribution of all supplies, materials, and equipment required by the county, or any county department, institution, office, or agency and before making any purchase...to invite competitive bidding under such rules and regulations as the County Board by Act or Local Law may establish"...

Taxes

The County of Westchester is exempt from all sales taxes and Federal Excise Taxes.

Requisitions

No purchases will be made without receipt of a Requisition approved by the department head or their designee, and with sufficient funds available.

General Procurement Policy

All purchase or service contracts are made in accordance with the applicable laws governing our purchasing activities. Awards are made to the lowest responsible bidders who meet the prescribed specifications. We shall strive constantly for understanding, courtesy and fair play in all our contacts with our suppliers and their representatives. We wholeheartedly subscribe to the principles and standards of purchasing practice as advocated by the National Association of Purchasing Management.

Minority Policy

The County of Westchester encourages and supports meaningful participation by business enterprises owned and controlled by people of color and/or women in County contracts and purchases.

Andrew J. Spano, Westchester County Executive
County Board of Legislators

PURCHASING DIRECTORY

