

Purchasing Division – Commodity Array & Assignments

**Mailroom Equipment/Maintenance
Communications Equipment/Services
Printing Supplies/Services
Digital Technology/Internet**

Saron Vaughn-Wallace, Buyer II 868-3047

Mailing/Mailroom Equipment & Maintenance
Communications Equipment & Services
Digital Technology (cameras, video etc)
Printing/Business Cards/Forms
Copy Machines
Cell Phones
Office Supplies & Paper
Board and Cleanups for Code Compliance
Fire/Burglar Alarm Monitoring Services

**Medical/Surgical Equipment/Supply
Hazardous Waste
Janitorial Services/Supplies
Scientific Equipment**

Linda Irby, Buyer II 868-3031

Medical Equipment/Supplies
Surgical Equipment/Supplies
Scientific Equipment
Pharmaceuticals
Hazardous Waste
Survey Equipment
Janitorial Supplies & Services (outlying areas only)
Pesticides/Weed Control

**Vehicle/Aircraft Services/Supplies
Landfill Projects
Road Materials/Supplies/Services
Petroleum Products**

Leticia Rojo, Buyer II 868-3037

Landfill Projects/services/supplies
Road Materials/Supplies/Equipment
Aircraft Maintenance/Supplies
Auto Supplies/Services/Parts
DMV Services
Petroleum Products
Mobile Shredding Services
Vending Machines
Moving Services/Storage & Destruction

**Capital Equipment/Projects
Maintenance Repairs/Services**

Carol Cox, Supervising Buyer 868-3034 with assignments made to buyers

Facility/Property Maintenance/service/supply
Public Works Projects (\$10k-\$100K)
Vehicles/Trucks – New/Used
Office Trailers/Modular Buildings

**IT Office Equip/Supplies/Maintenance
Software Licensing
Advertising/TV/Radio/Print
Promotional Items
Furniture**

Laura Davis, Buyer II 868-3032

Software Licensing/Maintenance
Office Machines/Equipment & Maintenance
Promotional Items
Imaging Systems
Publications (Legal and Library)
Advertising/Newspapers/TV/Radio
Furniture (Contract & non-contract)

**Police/Fire Supplies/Services/Extinguisher
Uniforms/Linens/Clothing/Personal Care
Food Supplies/Services/Catering/Equip
Parks /Equipment/Landscape**

Cynthia Nicholson, Buyer II 868-3017

Veterinary
Police/Fire/Safety Equipment/Supplies
Uniform Services
Linens/Clothing/Personal Care Items
Food Supplies/Services/Catering
Laundry Equipment/Supplies
Fire Extinguishers
Parks/Equipment/Landscape & Tree Services

Special Purchasing Services

Terry Tinoco, FST 868-3085

PPSA's up to \$20,000
Purchasing Card
IAR approvals to Auction Services
Reclaimed property internet bids
Surplus Bids

Purchasing Support Services

Margie Estrada, 868-3015

KOPS Vendor Registration & Liaison
Purchase Order Encumbrance
Purchasing Files and Organization
Purchase Order Distribution
Insurance

Countywide Service Agreements

Security Guard Services
Collection Services
Auction Services
Vehicle Rentals
Drug Testing Services
Travel Services