

**CITY OF BUFFALO
DIVISION OF PURCHASE**

65 Niagara Square
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JANET PENKSA

Commissioner - Administration,
Finance, Policy and Urban Affairs

KATHLEEN FITZPATRICK

Director of Purchase

COLLEEN BOHEN

Assistant Director

VENDOR HOURS

Daily 10am - 3pm

Other Times by Appointment



Adrian Guadalupe (1) 851-5234

Paul Desiderio (2) 851-5235

Marilyn Fazio (3) 851-4192



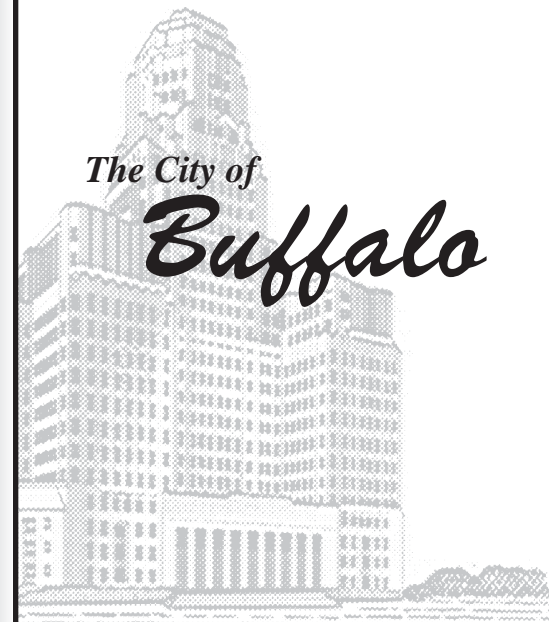
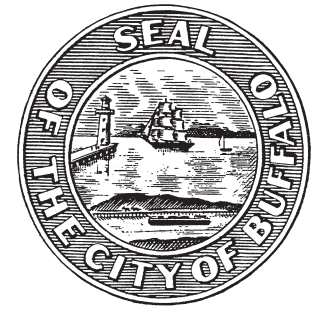
**BUYER
NO.**

COMMODITY

3	Recreation supplies and equipment
2	Refrigeration
1	Ribbons: computer, typewriter
3	Rubber and leather goods and mill supplies
1	Rubber stamps
3	Safety equipment
2	Sale of scrap
2	Security and fingerprint equipment
1	Signs and marking
3	Sporting goods
2	Steel, iron, metals and wire rope
2	Street materials: sand, stone, concrete, brick, etc.
1	Subscriptions and publications
2	Tires and recapping
1	Toner
2	Traffic signals
2	Trees, plants, fertilizers, horticulture supplies and equipment
1	Trophies and plaques
1	Uniforms
2	Water rescue equipment and supplies
2	Welding equipment and supplies
3	Wipers, waste and cordage



Division of Purchase



GUIDE TO THE DIVISION OF PURCHASE

This guide is published as a reference for the city departments, authorities, and for vendors to easily identify specific commodities purchased by the City of Buffalo. It also lists next to the commodity the number of the buyer who procures the item.

CITY OF BUFFALO CHARTER

The City of Buffalo charter and administrative code mandates that the "Director of Purchase" shall in accordance with requirements as to advertising and competitive bidding make all purchases and sale of materials, supplies and equipment for the City except as otherwise provided in this charter and administrative code." Our Purchasing Policy establishes no preferential sources, and we encourage a maximum competitive environment. The low responsible bidder will receive the award.

SMALL BUSINESS - MBE/WBE

The City of Buffalo buys from both large and small vendors, and by law, awards all purchase contracts to the low responsible bidder who meets our specifications. We encourage and welcome minority and women owned businesses as vendors.

REQUISITIONS

No purchases will be made without a requisition. Requisitions should be sent to the Division of Purchase. Prompt and correct distribution to the buyers will be made by this division.

TAXES

The City of Buffalo is a governmental body and as such is exempt from all sales taxes.

ETHICS

The City of Buffalo Code of Ethics clearly states that no gifts are to be given or accepted by the city personnel. We wholeheartedly subscribe to the Code of Ethics of the National Association of Purchasing Management.

Byron W. Brown, Mayor

C O M M O D I T Y

BUYER NO.	COMMODITY
1	Advertising items
2	Air compressors and tools
2	Air conditioning
2	Appliances
2	Arms, ammunition
3	Arts and crafts
2	Automotive parts
2	Batteries - storage
2	Biochemicals and reagents
3	Building and paving materials
3	Business machines
3	Canine supplies and equipment
2	Canvas
1	Carpeting
1	Castings, forging and stampings
3	Chemicals - boiler
1	Clothing, notions, textiles
3	Communications, radio, TV, recorders, tapes, equipment and supplies
3	Computers
3	Copy machines and supplies
3	Data Processing
1	Doors, windows, related hardware
1	Drafting supplies
3	Drapes, shades
2	Electrical supplies
3	Elevator parts and supplies
3	Exterminating supplies
3	Fasteners
1	Fencing
1	Fire equipment, hoses
3	First aid equipment and supplies

C O M M O D I T Y

BUYER NO.	COMMODITY
3	Furniture - Office and Shop
2	Gasoline
3	Glass
2	Guard Service
2	Heating supplies
3	Housekeeping: soaps, detergents, cleaners, waxes
3	Janitorial equipment and supplies
3	Lights and bulbs
1	Locks and keys
1	Lumber
2	Material handling equipment
2	Meters: Parking and Water
3	Microfilm equipment and supplies
2	Motor vehicles
2	Oils, lubricants, petroleum products
1	Office supplies, stationery
1	Paints and brushes
1	Paper - fine
3	Paper products, poly bags, etc.
3	Pharmaceuticals
1	Photographic equipment, services and supplies
3	Playground equipment, sporting goods
3	Plastics, Plexiglas, laxon, poly sheeting
2	Plumbing supplies
2	Police supplies
2	Power tools, small
1	Printing, engraving, lithography and supplies