

General Procurement Policy

Westchester County's procurement process is decentralized. The Bureau of Purchase and Supplies is authorized to execute contracts for the purchase, sale and/or rental of supplies, materials and equipment.

Contracts for public works and services are not handled by the Bureau of Purchase and Supplies; they are handled directly by the individual county department requiring such contracts or services. The county publishes these requests for proposals online. (<http://rfp.westchestergov.com/rfp/rfps.jsp>).

The Bureau of Purchase and Supplies ensures that all purchase or service contracts for the various county departments are executed in accordance with all laws. Purchases are made competitively, with awards going to the lowest responsible bidders who meet the required specifications. We support socioeconomic entities, such as minority business enterprises (MBE's), women business enterprises (WBE's) and preferred sources (blind, disabled, handicapped and others), while satisfying requirements for consistency, fairness, transparency and maintaining a focus on maximizing competition.

We encourage all businesses to explore how they may do business with the county. If you're a minority-owned or women-owned business, learn how your business may pre-qualify. (<http://mwbe.westchestergov.com/>).

Award Information

Requests for Bid (RFB) are opened during a public bid opening which is held at the Bureau of Purchase and Supplies office on the date and time indicated on each bid document. At this time, bids are opened and upon request, read aloud.

Resulting award information may be obtained by contacting the appropriate buyer and requesting a bid tabulation. You may also make this request more formally under the Freedom of Information Law by sending your request, including the bid number and due date, to our office at the following address:

The County of Westchester, Bureau of Purchase and Supplies
148 Martine Avenue, Room 713
White Plains, NY 10601

Requests for Quotation (RFQ) are posted on the Empire State Purchasing Group's web site or by contacting the appropriate buyer.