



# The City of OKLAHOMA CITY

Finance Department – Procurement Services

## BUYER COMMODITY ASSIGNMENT LISTING

MAIN NUMBER: (405)-297-2741

VENDOR REGISTRATION: [vendorregistration@okc.gov](mailto:vendorregistration@okc.gov)

HOW TO BID ON CITY CONTRACTS: <https://www.okc.gov/departments/finance/bids-auctions-and-sales>

PERISCOPE: <https://prod.bidsync.com/the-city-of-oklahoma-city>

CHANGE ORDERS AND CONTRACT INCREASES: [purchasing@okc.gov](mailto:purchasing@okc.gov)

PURCHASING CARD INQUIRIES: [procard@okc.gov](mailto:procard@okc.gov)

SURPLUS PROPERTY: [surplusproperty@okc.gov](mailto:surplusproperty@okc.gov)

**Tammi Frederick** [tammi.frederick@okc.gov](mailto:tammi.frederick@okc.gov) **405-297-3341**  
**Purchasing Back Up – Monica Hardesty** **Procurement Card Back Up – Crystal Rushing**  
Fuel, oil and lubricants (parts room only), Vehicle parts, Procurement Card program.

**Caleb Gutel** [caleb.gutel@okc.gov](mailto:caleb.gutel@okc.gov) **405-297-1918**  
**Back Up – Jennifer Swann**  
All police related purchases.

**Monica Hardesty** [monica.hardesty@okc.gov](mailto:monica.hardesty@okc.gov) **405-297-3995**  
**Back Up – Tammi Frederick**  
Building Materials & Services, MRO Supplies, Carpeting, Custodial Services, Electrical, Elevators, HVAC, Paint, Pest Control, Plumbing Professional Services, Road & Traffic Material.

**Carla Jack** [carla.jack@okc.gov](mailto:carla.jack@okc.gov) **405-297-2453**  
**Back Up – Crystal Rushing**  
Audio/Video, Computers, Copiers, Internet/Intranet Services, Network Infrastructure, Phones, Printers, Security Equipment, Software Licensing, Technology Equipment and Services.

**Crystal Rushing** [crystal.rushing@okc.gov](mailto:crystal.rushing@okc.gov) **405-297-3394**  
**Purchasing Back Up – Carla Jack**  
Appliances, Janitorial Supplies, Food & Beverage, Temporary Staffing, Office Supplies, Furniture, Professional Services, Training, Awards, Printing Services, Advertising.

**Jennifer Swann** [jennifer.swann@okc.gov](mailto:jennifer.swann@okc.gov) **405-297-3172**  
**Purchasing Back Up – Caleb Gutel** **Surplus Property Back Up – Serena Tucker**  
Construction and Heavy Equipment: Rentals & Leases, Emergency & Safety Equipment, Hazardous Material Removal, Oils & Lubricants (non-parts room), Tires, Vehicles, Wrecker Services. Demolition, Fuel & Fuel Card Systems, Golf Supplies, Mowing, Parks & Recreation Equipment & Supplies, Property Restoration, Uniforms, Veterinary Services. Surplus Property program.

**Stephen Krausnick** [stephen.krausnick@okc.gov](mailto:stephen.krausnick@okc.gov) **405-297-2746**  
Utilities Department related purchases: Treatment Plant Equipment & Chemicals, Line Maintenance Repair Parts & Services, Meters, Pumps, Waste Collection & Recycling, Trash & Recycle Carts.

**Pennie Leck** [pennie.leck@okc.gov](mailto:pennie.leck@okc.gov) **405-297-3600**  
Fire Department related purchases, Fire Apparatus Purchase and Repair, Firefighting Tools, Supplies, & Equipment, Fire Hose, Fire Personal Protective Equipment, Emergency Medical Supplies.

**Construction Prequalification** **405-297-2293**  
<https://www.okc.gov/departments/public-works/contractor-resources>