

Purchasing Staff Organization and Responsibilities

Cathy DeFalco, C.P.M, Operations Manager / Energy Manager

Works with the purchasing staff to answer legal and regulatory questions. Assists with bid preparation and reviews construction related contracts as they relate to the purchasing process to ensure all rules and regulations are being met.

(661) 723-6185

cdefalco@cityoflancafterca.org

Dan Berkovitz, S.P.S.M., Purchasing Agent

Supervises purchasing staff, assisting as needed. Provides recommendation for improvement of purchasing systems and procedures. Assists in bid preparation/RFP. Contract drafting and review.

(661) 723-5854

dberkovitz@cityoflancafterca.org

Ronda Armstrong, Buyer

Coordinates purchase services for all departments. Coordinates CAL-Card and Voyager Card Programs. Manages copiers, vending machines, office supplies, and business cards.

(661) 723-6022

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