

Project Purchasing

Services

Develop, train, and implement operating policies and procedures which coordinate Perigon's purchasing activities with those of our clients to include the following:

- Assist in establishing an approved bidder list.
- Prepare Request for Quote (RFQ) for materials, equipment, services, and supplies as directed by project scope.
- Tabulate quotations as a basis for a buying decision and forward to Engineering for technical review.
- Expedite to obtain order status information and provide Project Manager this information through issuance of Equipment Ordering Schedule (EOS) and Instrument Ordering Schedule (IOS).
- Control and distribution of Vendor Data for in-house and client review.

Representative Purchasing Experience

- **Film and Fiber Facilities**

Perigon has direct computer connections with two major clients, enabling Perigon to enter requisitions for capital equipment directly into their databases for order placement.

- **Ethylene Oxide Process & Relocation of Specialty Adhesives Plants**

Perigon has acted as an agent for two clients, issuing all purchase orders and subcontracts. Total number of Purchasing documents for the Ethylene Oxide project:

425 Purchase Orders, 75 Change Orders, 7 Major Subcontracts

All Purchase Orders were issued on client's paper.

- **Specialty Chemicals Facility & Environmental Project for Pharmaceutical Client in Puerto Rico**

Perigon performed standard purchasing activities with all purchase requisitions handwritten on client-supplied forms.

Software

Champs, SAP (System, Applications, and Products), and MSP (Revere's – Maintenance Stores Purchasing System)