

### City of Stockton Business License:

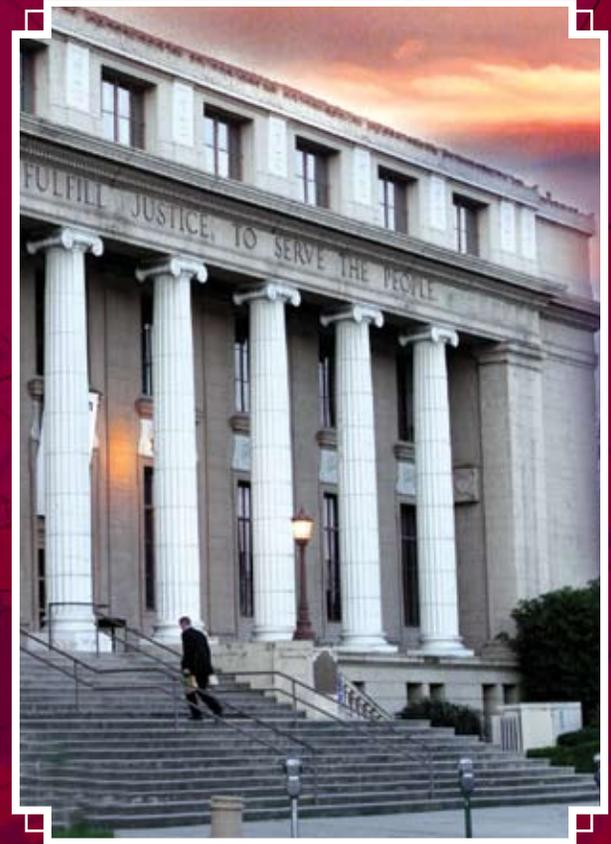
Business license is required in most cases. Further details can be found in Title 5 of the Stockton Municipal Code or at [www.stocktonca.gov/government/departments/adminServices/blic.html](http://www.stocktonca.gov/government/departments/adminServices/blic.html). You may also call the Business License Division at 209-937-8313 for more information.

### BUSINESS RESOURCES

Through various programs offered by the City of Stockton, the Economic Development Department strives to help maintain a healthy business environment and is available as a resource to support your business endeavors. Resources offered include:

- Small Business Micro Loan Program
- Commercial Facade Improvement Forgivable Loan Program
- Emergency Grant Program
- Use Tax Business Incentive Program
- Downtown Financial Incentive Program

The Economic Development staff also serves as a liaison to businesses in guiding them through the process of starting, relocating, or expanding operations within the City of Stockton. To contact the Economic Development Department, please call 209-937-8539.



City of Stockton  
Purchasing Division

425 N. El Dorado Street  
Stockton, CA 95202

Phone (209) 937-8357  
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CITY OF STOCKTON  
[www.stocktonca.gov](http://www.stocktonca.gov)

**DOING BUSINESS**  
WITH THE CITY OF STOCKTON

Purchasing Division



We appreciate your interest and hope this brief guide will be of benefit to you as a new supplier or as one of our present suppliers. Our aim is to be helpful to you in your sales effort and to promote a climate for good business relationships with the City of Stockton.

#### **MINORITY, SMALL & LOCAL BUSINESS**

The City promotes securing goods and services from local businesses. Local businesses are an important part of a competitive process. The City takes steps to maximize use of local business enterprises in purchasing and contracting activities by providing a 5% local bid preference to businesses physically located within the Stockton city limits and a 2% preference to businesses that are located within San Joaquin County, as described in Section 3.68.090 of the Stockton Municipal Code.

#### **BID FLASH PAGE and PROJECT NOTIFICATION**

The City of Stockton posts all its major projects on the City's Bid Flash page. To access this, follow the link on the City's website: [www.stocktonca.gov](http://www.stocktonca.gov). On the tab named **Services**, click on **Bid Flash**. The listing of projects can be found on the left hand column by department. Most of the projects posted by Purchasing fall

under the **Administrative Services** link. Once on the project listing page, click on the project number you are interested in. All the information can be found through the links for the specific document you are interested in. Examples are **Specifications, Notice, and Questions & Answers**.

To receive automatic notification of any projects being posted on **Bid Flash**, sign-up for an email subscription as posted on the main page of **Bid Flash**. Make sure to checkmark the box named **Bids/Contracts Proposals**. The emails you will receive from the City will be from "**Ask Stockton**."

In general, the City does not maintain a vendor list. We depend on interests from the business community through the email notification requests in **Bid Flash**.

#### **STANDARD REQUIREMENTS**

Purchase Orders: Most purchases charged to the City of Stockton require a purchase order. If an individual calls you and attempts to place an order without a City purchase order number, you are cautioned to request an authorized purchase order number and obtain the name and department of the individual. The purchase order

number is vital to doing business with the City. It is your assurance that you will be paid.

There may be times during an emergency when an order must be placed after hours or on weekends, during times when the Purchasing Division is closed. At such times, during a true emergency, purchases without purchase order numbers will be approved. Be sure to obtain the individual's name/department and request identification if the order is placed in person. Department personnel are instructed to obtain a purchase order number from the Purchasing Division the following business day. The employee who placed the order will contact you with an authorized purchase order.

#### **Shipment:**

Deliveries in almost all cases are required to be made to the City, FOB destination.

#### **Insurance Requirements:**

In all instances where vendor personnel enter City property for requested services, the City requires a certificate of insurance verifying coverage. Whenever insurance is required on a purchase order, the vendor will be supplied with complete requirements for coverage. For more details, contact Risk Services at 209-937-8233.