

Additional Services Provided To All County Departments

Central Mailroom -

- * Pickup and delivery of all county mail
- * Participates in the recycling program; i.e., printer and toner cartridges, paper, bottles, cans, cardboard and batteries



Records Center -

- * Storage of County records



- * Onsite Shredding Service



Print Shop -

- * Full printing service



SAN JOAQUIN COUNTY

PURCHASING & SUPPORT SERVICES

PURCHASING
CENTRAL MAILROOM
PRINTSHOP
RECORDS CENTER

**Saving Money
While
Serving Our Community**



San Joaquin County Purchasing & Support Services

44 N. San Joaquin Street
Suite 540
Stockton, CA 95202-2930
Phone: 209-468-3240
Fax: 209-468-3393
Website: www.sjgov.org

MISSION STATEMENT

“To meet the organizational mission by using a well-managed and consistent process to assure ethical and legal compliance in providing timely value for the acquisition and delivery of purchasing, mail, records and printing services to our customers and the public we serve.”

DEPARTMENT GOALS

The Department will act as honest brokers between the external marketplace and internal users to arrive at best value procurement decisions while maintaining the highest ethical standards. The Department will honor and comply with all laws, rules, and policies governing the purchasing function. The Department will strive to develop quality-based partnerships with highly performing suppliers to ensure the most appropriate equipment, materials, supplies and services are being purchased through valid, compliant, and competitive contracts. All members of the Department will work as a team in delivering the highest possible level of customer service.



REGISTER AS A VENDOR

San Joaquin County has partnered with The Public Group, a web based eProcurement service. To register as a vendor, please go to

www.publicpurchase.com

Registering is a two-step process.

1. Vendor will register first to become a vendor with The Public Group. Vendor will receive an email within 24 hours confirming registration.
2. After receipt of email, vendor must then go back in and register as a vendor for San Joaquin County (this is a free service). If you select more Agencies, there will be a fee set by The Public Group.

This eProcurement system is utilized to post all Bids/RFPs, enabling vendors to view and/or download. Registered vendors will receive automatic notification of bid solicitations for the commodities they register for.

LOCAL VENDOR PREFERENCE

The Local Vendor Preference is a component of the County's procurement process used in the acquisition of services, supplies, materials, and/or equipment for the County through the use of competitive bids. This policy promotes business with local vendors and provides local business with increased access to County business. Details at www.sgov.org

SAN JOAQUIN COUNTY GOING GREEN

County Surplus

Purchasing has partnered with The Public Group to post all County surplus through the online auction website

www.publicsurplus.com

Auction items will be made available in the following order:

1. All County departments
2. Non-profit organizations
3. Public Auction

All proceeds are deposited back into the County's General Fund through the Treasurer's Department.

Green Purchasing Policy

The Purchasing Department has a Green Purchasing Policy which sets forth purchasing practices that promote sustainability of the environment.

Policy can be viewed on the website

www.sjgov.org

