



CITY OF SAN LEANDRO

835 EAST 14TH STREET

SAN LEANDRO, CALIFORNIA 94577

CITY OF SAN LEANDRO NEW VENDOR INFORMATION

As a new vendor doing business with the City of San Leandro, the following information and documentation may be required prior to beginning work or delivering goods to the city.

1. **PURCHASE ORDERS:**

Purchases not done on city procurement (credit) cards must have a purchase order number.

2. **BILLING ADDRESS:**

City of San Leandro
Accounts Payable Department
835 East 14th Street
San Leandro, CA 94577

3. **W-9 FORMS:**

If we do not have one on file for your company already, attached you will find a copy of the W-9 tax form. This must be filled out and returned to the City by all new vendors prior to our processing purchase orders for any services.

4. **INSURANCE REQUIREMENTS:**

Certificates of insurance and endorsements will be required to be on file with the City if you are performing any on-site service(s). All required certificates of insurance and original endorsements effecting coverage must be electronically submitted through the City's online insurance document management program, PINS Advantage. These certificates and endorsements must be on file and approved by the City before any purchase orders will be processed.

5. **BUSINESS LICENSES:**

All vendors providing services in the City of San Leandro or located within the city must have a current business license. For more information, please refer to the Business License web page at www.sanleandro.org/340/Business-License.

The City appreciates the opportunity to do business with your company – these policies, procedures and forms will allow us to smoothly handle all paperwork involved. We must have these before we can process any purchase orders or invoices for payment. Should you have any questions, I can be reached at (510) 577-3472.

Sincerely,

Sally M. Perez
Purchasing Technician, City of San Leandro