

# Procurement Code at a Glance



## Formal and Informal Bidding Thresholds and Quote Requirements (as of 04.2025)

<b>Formal purchases</b>	<p>A solicitation or contract award with estimated costs or fees in excess of the following threshold amounts:</p> <ol style="list-style-type: none"> <li>(1) <b>Capital improvement or construction projects</b> with estimated costs in excess of <b>\$50,000</b>, in accordance with § 10(1), JAA Charter;</li> <li>(2) <b>Supplies, professional auditing services, professional services, or contractual services</b>, as defined in § 2.02 of the Code, with estimated costs or fees in excess of <b>\$25,000</b>, in accordance with § 10(2), JAA Charter; and</li> <li>(3) <b>Professional design services</b>, as defined in § 2.02 of the Code, with estimated construction project costs in excess of F.S. § 287.017, for Category Five (currently <b>\$325,000</b>) <b>or</b> with estimated fees for a planning or study activity in excess of F.S. § 287.017, for Category Two (currently <b>\$35,000</b>).</li> </ol> <p><i>Formal purchases shall be publicly noticed or advertised and competitively procured as provided herein. No formal project, award, purchase order, contract, or agreement shall be subdivided to avoid this requirement.</i></p>
<b>Informal purchases by category</b>	<p>A small purchase or award, the price, costs, or dollar amount of which is beneath the formal threshold amounts. Informal purchases are divided into the following categories:</p> <ol style="list-style-type: none"> <li>(1) CATEGORY “A” – Less than <b>\$5,000</b>;</li> <li>(2) CATEGORY “B” – Greater than or equal to <b>\$5,000</b> and less than <b>\$10,000</b>;</li> <li>(3) CATEGORY “C” – Greater than or equal to <b>\$10,000</b> and less than <b>\$15,000</b>;</li> <li>(4) CATEGORY “D” – Greater than or equal to <b>\$15,000</b> and less than <b>\$25,000</b>; and</li> <li>(5) CATEGORY “E” – Greater than or equal to <b>\$25,000</b> and less than <b>\$50,000</b>.</li> </ol>
<b>Informal Quote Requirements</b>	
<b>Category “A”</b> (one quote – no post)	<p>Purchases within this category require a minimum of <b>one quote</b>, which quote must be preserved in a written document that includes the information referenced in “Minimum Content,” below.</p>
<b>Category “B”</b> (three quotes – no post)	<p>Purchases within this category require the competitive solicitation of a minimum of <b>three quotes</b>, which telephone quotes must be preserved in individual written documents that include, without limitation, the information referenced in “Minimum Content,” below.</p>
<b>Category “C”</b> (three written quotes – no post)	<p>Purchases within this category require the competitive and simultaneous solicitation of a minimum of <b>three written quotes</b> that include, without limitation, the information referenced in “Minimum Content,” below.</p>
<b>Category “D”</b> (three written quotes – 5-day post)	<p>Purchases within this category require the competitive and simultaneous solicitation of a minimum of <b>three written quotes</b> that include, without limitation, the information referenced in “Minimum Content,” below. Solicitations under this category are required to be conspicuously <b>posted for no less than five calendar days</b> on Procurement's website and/or on the notice board in the first floor lobby of JAA’s Administration Building.</p>
<b>Category “E”</b> (three written quotes – 10-day post)	<p>Purchases within this category are limited to construction, reconstruction, repairs and related scopes of work, and require the competitive and simultaneous solicitation of a minimum of <b>three written quotes</b> that include, without limitation, the information referenced in “Minimum Content,” below. Solicitations under this category are required to be conspicuously <b>posted for no less than 10 calendar days</b> on Procurement's website and/or on the notice board in the first floor lobby of JAA’s Administration Building.</p>
<b>Minimum content of informal quotes</b>	<p>Informal written quotes must include, without limitation:</p> <ol style="list-style-type: none"> <li>(i) supplier’s name, contact person and contact information;</li> <li>(ii) scope summary, unit pricing (if applicable) and total price of the goods and/or services being quoted;</li> <li>(iii) name of the JAA representative or procurement professional receiving the quote;</li> <li>(iv) date and time the quote was received;</li> <li>(v) the period of time during which the quote may be accepted; and</li> <li>(vi) any other relevant information.</li> </ol>

<b><u>Public Notice or Advertisement for Formal Purchases</u></b>	<p>The distribution or dissemination of information using methods that are reasonably available and accessible, including, without limitation, publication in newspapers of general circulation, electronic or paper mailing lists, or posting on a designated website or in a conspicuous place that is readily accessible by the public. Unless otherwise required by law or provided herein, Procurement will publish JAA’s solicitation of formal purchases, at a minimum, in a local newspaper of general circulation within Duval County, in accordance with the following:</p> <ol style="list-style-type: none"> <li>(1) <b>Less than \$200,000</b> – at least once a week for <b>two consecutive weeks or 14 calendar days</b> prior to the public opening date set forth in the solicitation;</li> <li>(2) <b>\$200,000 - \$500,000</b> – at least <b>21 calendar days</b> prior to the public opening date set forth in the solicitation and at least five calendar days prior to any scheduled pre-bid or pre-proposal conference; or</li> <li>(3) <b>Greater than \$500,000</b> – at least <b>30 calendar days</b> prior to the public opening date set forth in the solicitation and at least five calendar days prior to any scheduled pre-bid or pre-proposal conference.</li> </ol>
<b><u>Exemptions</u></b>	<p>Unless otherwise required, the following supplies, contractual services, professional design services, professional audit services, professional services, capital improvements and/or sales transactions are exempt from competitive solicitation:</p> <ol style="list-style-type: none"> <li>(1) Works of art for public places and art design.</li> <li>(2) Printed copyright material including published books, maps, periodicals and technical pamphlets. Specifically excluded from this exemption for copyrighted material is software for computer systems.</li> <li>(3) Real property, real estate brokerage and appraisals, opinions of title or abstracts of title for real property, title insurance for real property, and other related costs of acquisition or sale of real property.</li> <li>(4) Utilities including, but not limited to electric, natural gas and water.</li> <li>(5) Licensed health professionals, e.g., doctors, nurses, veterinarians who provide services directly to patients.</li> <li>(6) Expert witnesses and attorneys at law having a unique, specialized skill or knowledge of an area of legal practice as defined by state law, through and with the advice and consent of the JAA Chief Legal Officer and the City of Jacksonville Office of General Counsel.</li> <li>(7) Corporate and media sponsorship agreements in accordance with established JAA policy.</li> <li>(8) Subscriptions, proprietary licenses, continuing education and other training programs, events, courses, meetings, memberships, publications, meeting rooms and hotels (this exemption shall not be extended to local meeting rooms and hotels for which competition may otherwise be required).</li> <li>(9) Lectures by individuals.</li> <li>(10) Supplies, services or commodities provided by governmental entity or agencies.</li> <li>(11) Supplies or services to be provided by those specifically prescribed within authorizing legislation that appropriates the same.</li> <li>(12) Supplies or services procured utilizing General Services Administration (“GSA”) contracts, State of Florida contracts and other contracts and agreements that have been competitively procured and awarded by a federal, state, municipal, county, or local governmental entity, body politic, independent authority, using department, or by a cooperative purchasing entity, provided that said procurement is not otherwise prohibited by law.</li> <li>(13) Emergency purchases as defined in § 2.02(M) of the Procurement Code.</li> <li>(14) Advertising placement in newspapers, magazines, journals, radio, television, billboards and related media outlets within JAA’s service and catchment areas.</li> <li>(15) Other services and commodities listed in § 287.057(3)(f), Florida Statutes, as it may be revised from time to time.</li> </ol> <p><i>These exemptions from competitive solicitation do not negate the requirement that JAA endeavor to obtain goods and services at the lowest price from a responsible vendor. Generally Requires Seven-Day Notice.</i></p>
<b><u>Emergency</u></b>	<p>An immediate danger to the public health, safety, or welfare, an immediate danger of loss of public or private property, a reasonably unforeseen breakdown in machinery, a reasonably unforeseen threatened curtailment, diminution, or termination of an essential JAA service, the reasonably unforeseen development of a dangerous condition or the development of a reasonably unforeseen circumstance that threatens the curtailment or diminution of an essential governmental service or of deposits and investments of JAA capital or other threatened losses to JAA that, in the opinion of the JAA’s CEO or its Procurement Director, require immediate action.</p>
<b><u>Methods of Procurement</u></b>	<p>Sec. 3.03 Competitive Sealed Bidding  Sec. 3.04 Competitive Sealed Proposal  Sec. 3.05 Multi-Step Sealed Bidding  Sec. 3.06 Award of Professional Services and Related Contracts  Sec. 3.07 Award of Design-Build Services and Related Contracts  Sec. 3.08 Utilizing competitively procured governmental agreements (“Piggy-Backing”)-<b>Seven Calendar Day Notice</b>  Sec. 3.09 Sole Source and Proprietary Purchases - <b>Fifteen Business Day Notice</b>  Sec. 3.10 Emergency Purchases – <b>Category D and above must be ratified at Awards Committee</b>  Sec. 3.11 Informal Procedures for Solicitation, Review and Award  Sec. 3.12 Bidder Responsibility and Debarment</p>