

Procurement Code at a Glance



Formal and Informal Bidding Thresholds and Quote Requirements (as of 10-01-25)

Formal purchases	<p>A solicitation or contract award with estimated costs or fees more than the following threshold amounts:</p> <ol style="list-style-type: none"> (1) Capital improvement, construction projects, professional auditing services, professional services (non-CCNA), and contractual services with estimated costs exceeding \$50,000, in accordance with § 10(1), JAA Charter. (2) Supplies, equipment, machinery, and materials, as defined herein, with estimated costs or fees exceeding \$25,000, in accordance with § 10(2), JAA Charter; and (3) Professional services (CCNA), as defined herein, with estimated construction project costs more than F.S. § 287.017, for Category Five, as it may be amended from time to time, or with estimated fees for a planning or study activity more than F.S. § 287.017, for Category Two, as it may be amended from time to time. <p><i>Except as otherwise permitted herein, formal purchases will be publicly noticed or advertised and competitively procured. No formal project, award, purchase order, contract, or agreement will be subdivided to avoid this requirement.</i></p>
Informal purchases by category	<p>A small purchase or award, the price, costs, or dollar amount of which is beneath the formal threshold amounts outlined in § 2.02(N), hereof. Informal purchases are divided into the following categories (see § 3.11, hereof):</p> <ol style="list-style-type: none"> (1) CATEGORY “A” – up to \$5,000. <i>(Good Faith effort to get best price)</i> (2) CATEGORY “B” – \$5,000.01 - \$25,000.00. <i>(Three written quotes required / seven-day notice required)</i> (3) CATEGORY “C” – \$5,000.01 - \$50,000.00. <i>(Three written quotes required / seven-day notice required)</i>

Informal Quote Requirements

Category “A”	Purchases within this category require a good faith effort to get the best price.
Category “B” <i>(three written quotes – seven-day post required)</i>	This category is for the purchase of supplies, equipment, machinery, and materials. Purchases within this category require the competitive solicitation of a minimum of three written quotes that must be attached to the associated requisition. Written quotes must include, without limitation, the information referenced in § 3.11(E), hereof.
Category “C” <i>(three written quotes – seven-day post required)</i>	This category is for the purchase of construction, construction projects, professional auditing services, professional services (non-CCNA), and contractual services. Purchases within this category require the competitive solicitation of a minimum of three written quotes that must be attached to the associated requisition. Written quotes must include, without limitation, the information referenced in § 3.11(E), hereof.
Minimum content of informal quotes	Informal written quotes must include, without limitation: (i) vendor’s name, contact person and contact information; (ii) scope summary, unit pricing (if applicable) and total price of the goods and/or services being quoted; (iii) name of the JAA representative or procurement professional receiving the quote; (iv) date and time the quote was received; (v) the period of time during which the quote may be accepted; and (vi) any other relevant information.
Public Notice or Advertisement for formal purchases	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 permitted by law or provided herein, the Department will publish JAA’s solicitation of formal purchases, at a minimum, in a local newspaper of general circulation within Duval County or posting on a designated website or in a conspicuous place that is readily accessible by the public, for at least 30 calendar days 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.

Exemptions	<p>Unless otherwise required, the following supplies, contractual services, professional services (CCNA), professional audit services, professional services (non-CCNA), capital improvements and/or sales transactions are exempt from competitive solicitation. These exemptions from competitive solicitation do not negate the requirement that JAA endeavor to obtain goods and services at the lowest price from a responsive, responsible vendor:</p> <ul style="list-style-type: none"> (1) Exemptions under this section that exceed formal threshold amounts, as outlined in § 2.02(N) herein, require JAA Award Committee approval. <ul style="list-style-type: none"> a) Supplies, services, or commodities provided by or to governmental entity or agencies. b) Supplies or services to be provided by those specifically prescribed within authorizing legislation that appropriates the same. c) 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. d) Emergency purchases as defined herein. (2) Exemptions under this section that are accounted for in JAA’s current, approved fiscal year budget do not require JAA Award Committee approval unless the cost of the good or service, at any time during the contract/agreement term, exceeds the amount approved in the current fiscal year budget. <ul style="list-style-type: none"> a) Works of art for public places and art design. b) Printed copyright material including published books, maps, periodicals and technical pamphlets. Specifically excluded from this exemption for copyrighted material is software for computer systems. c) 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. d) Utilities including, but not limited to the likes of electric, water, natural gas, etc. e) Licensed health professionals, e.g., doctors, nurses, veterinarians who provide services directly to patients. f) Expert witnesses and attorneys at law having a unique, specialized skill or knowledge of an area of legal practice as defined by state law, with the advice and consent of JAA’s Chief Compliance Officer and the City of Jacksonville Office of General Counsel. g) Corporate and media sponsorship agreements in accordance with established JAA policy. h) Subscriptions, proprietary licenses, and continuing education and other training programs, events, courses, meetings, memberships, publications, meeting rooms and hotels. i) Lectures by individuals. j) Advertising placement in newspapers, magazines, journals, radio, television, billboards and related media outlets within JAA’s service and catchment areas. k) Other services and commodities listed in § 287.057(3)(e), Florida Statutes, as it may be revised from time to time.
Emergency	<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>
Methods of Procurement	<p>Sec. 3.03 Competitive Sealed Bidding Sec. 3.04 Competitive Sealed Proposal and Related Processes 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”) – Use of piggy-back contracts/agreements must be approved at Awards Committee Sec. 3.09 Sole Source - Fifteen Business Day Notice Sec. 3.10 Emergency Purchases – Purchases above thresholds must be ratified at Awards Committee Sec. 3.11 Informal Procedures for Solicitation, Review and Award</p>