

Procurement Threshold Structure

Purchase Amount ¹ :	Up to \$500	\$500.01 Up to \$3,000	\$3,000.01 Up to \$10,000	\$10,000.01 Up to \$34,999.99	\$35,000 and Above ²
Purchase Type:	Goods, Services, Supplies and Materials	Goods, Services, Supplies, Materials and Construction	Goods, Services, Supplies, Materials and Construction	Goods, Services, Supplies, Materials and Construction	Goods, Services, Supplies, Materials and Construction
Source Selection Requirement:	Solicit one (1) verbal quote	Solicit one (1) written quote	Solicit minimum of two (2) written quotes or Sole-source	Solicit minimum of three (3) written quotes, State Contract, Piggy-back Procurement, Sole-source, or Formal Invitation to Bid (ITB) or Request for Proposal (RFP), or Request for Qualifications (RFQ)	State Contract, Piggy-back Procurement, or Formal, Sole-source, Invitation to Bid (ITB), Request for Proposal (RFP), or Request for Qualifications (RFQ)
Method Type:	Purchase with P-card	Purchase with P-card or Purchase Order	Purchase Order required	Purchase Order Required ³	Purchase Order Required ⁴

Guideline Notes:

1. Procurements combined with other Districts or the Inter-District Authority (IDA), shall utilize the total combined cost for defining the purchase amount and the associated procurement requirements.
2. Sealed Bids are issued when the purchase amount exceeds the threshold; they are released and available on the Florida Purchasing Group and our web-site. Legal review and Certificate of Insurance is required. Typically a formal advertisement of a legal ad is made.
3. Standard Terms and Conditions will accompany the Purchase Order.
4. A Contract will accompany the Purchase Order.
5. Depending on the goods or services purchased, one or more type of insurances (GL, AL, WC, UL) may be required by vendor/supplier prior to beginning work on any property of the IDA or CDD 1, 2, 4, 5 and 6 to be provided in an ACORD Certificate of Insurance form.