



Azusa Unified School District Procurement Threshold

Method of Procurement			Regular Purchases	Public Projects	Nutrition Services	Purchase Requirement
1	Informal procurement	Micropurchase	≤ 10,000	≤75,000	≤ 10,000	One WRITTEN quotation is required.
		Small Purchase	10,001-114,800	75,001-220,000	10,001-250,000	Three WRITTEN quotes are required
2	Formal Procurement	RFP, Sealed Bid	>114,800	>220,000	>250,000	Out to Bid.
3	Noncompetitive Procurement	Sole Source, Emergency(federal threshold \$800,000 2 CFR 200.1), Piggyback,Specialized Services, Instructional Material. (See more details in below)				Multiple quotes are not required when using either a State, Cooperative Purchasing Group, or Piggyback contract. Contract information must be referenced on Requisition
Code of Conduct			PCC20111, NDAA M-18-18 2C.F.R 200.67 48 CFR 2.101 BP3311,GOV 4526	PCC 22032 Assembly Bill 2249 BP3311	PCC20111 CNP-01-2019 NDAA M-18-18 SP20 CACFP07 SFSP06-2019 BP3311	
Legal definition			PCC 20111.a.1 (A) Equipment, materials, or supplies to be furnished, sold, or leased to the district.(B) Services,except construction services.(C)Repairs, including maintenance as defined in Section 20115	PCC 22002.(c)(1)Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any public facility.(2)Painting or repainting. (d) "Public project" does not include maintenance work as defined in Section 20115.		

- Uncompetitive Procurement list-** Exceptions to Bidding (Sole Source Justification approved by Purchasing)
- professional services or advice, insurance services, or any other purchase or service otherwise exempt from this section, or to any work done by day labor or by force account pursuant to GOV 4526, PCC20114 and 20111.(d).
 - Emergency Purchases (threat of life, property or welfare of people or property. (PCC20113)
 - Cooperative Agreement or Piggyback to Public Agency Agreement.
 - Sole Source Purchases.
 - Specialized or unique services as provided in Government Code § 53060.
 - Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals are all EXEMPT pursuant to PCC20118.3.
 - Perishable foodstuffs and seasonal commodities needed in the operation of cafeterias. (EDC 38083)

* NDAA- National Defense Authorization Acts
*Above thresholds include tax and shipping.
*Attach Board Approval Report to Requisition if there is .