

The Villages®
Community Development Districts
Purchasing

PURCHASING DEPARTMENT

The Village Center Community Development District's (VCCDD)

Purchasing Department provides purchasing services to all Village Community Development Districts and Utility Dependent Districts within The Villages. We utilize a centralized purchasing method to purchase quality goods and services in accordance with Florida State Statutes. All goods and services are purchased using sound procurement practices, involving a fair market quotation, or a competitive solicitation process.

OUR PROCUREMENT PROCESS

We encourage and welcome all vendors who offer quality goods and services to participate in the procurement process. Examples of agreements currently in place include: Civil, Environmental, Structural and Utility Engineering services, Janitorial services, Landscaping services, and Utility operations.

For goods or services valued at \$50,000 and over, the Purchasing Department will use one or more of the following methods of procurement:

- **Invitation to Bid (ITB):** Awarded to the lowest, most responsible and responsive bidder.
- **Request For Proposal (RFP):** Awarded based on highest ranked proposer.
- **Request For Qualifications (RFQ):** Awarded based on qualifications only.
- **Request For Information (RFI):** Tool used to seek information about products or services available in the marketplace.

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The Villages, FL 32162

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Fax: 352-751-6715

Business Hours: Monday-Friday 8:00am - 5:00pm

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QUOTING REQUIREMENTS

The Purchasing Policies provide processes to acquire goods and services based on dollar thresholds for purchases less than \$50,000, utilizing competitive written quotes. The Purchasing Department requires the following guidelines be used by District departments for all acquisitions and formal solicitations.

- **Estimated value less than \$5,000:**
Although quotes are not required, they are encouraged.
- **Estimated value between \$5,000 and \$24,999.99:**
Three quotes are required; can use on-line pricing & catalogs.
- **Estimated value between \$25,000 and \$49,999.99:**
Three written quotes required; specification package submitted to Purchasing to obtain the quotes.
- **Estimated value of \$50,000 and over:**
Competitive formal solicitation procedures are required.

For current and upcoming solicitation opportunities interested vendors can register with DemandStar at www.demandstar.com or on our website at DistrictGov.org under e-Notification registration.

To Register For Automatic Notification:
Go to DistrictGov.org
On the left side of the page click on



Sign Up For
e-Notifications