

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 \$195,000 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.

3571 Kiessel Road at Brownwood Paddock Square
The Villages, FL 32162
Phone: 352-751-6700 | Fax: 352-751-6715
Business Hours: Monday-Friday 8:00am - 5:00pm

The Villages®
Community Development Districts
Purchasing

Quoting Requirements

The Purchasing Policies provide processes to acquire goods and services based on dollar thresholds for purchases less than \$195,000, 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 \$50,000:**
Although quotes are not required, they are encouraged.
- **ESTIMATED VALUE BETWEEN \$50,000 AND \$99,999.99:**
Three written quotes are required.
- **ESTIMATED VALUE BETWEEN \$100,000 AND \$194,999.99:**
Formal requests for quotes required; specification package submitted to Purchasing to obtain the quotes.
- **ESTIMATED VALUE OF \$195,000 AND OVER:**
Competitive formal solicitation procedures are required.

For current and upcoming solicitation opportunities, vendors are encouraged to register through OpenGov—our fully automated, web-based electronic bidding and vendor management system. To get started, visit DistrictGov.org and navigate to: Services > Administration > Purchasing. Select “Click Here” under OpenGov section to register your account and subscribe for automatic notifications.



Sign Up Today!