

CITY OF CORAL GABLES, FL

2800 SW 72nd Avenue, Miami, FL 33155
Finance Department / Procurement Division
Tel: 305-460-5102, Fax: 305-261-1601

PUBLIC NOTICE

Request for Proposals (RFP) No.: 2023-008

The City of Coral Gables is soliciting bids for Occupational Health & Medical Services – RFP 2023-008, from a qualified and experienced firm, readily available to provide the services outlined in this solicitation.

The Request for Proposal (RFP) package may be downloaded by visiting [Public Purchase](#). Prospective proposals must register with Public Purchase, free-of-charge, in order to download the solicitation. A detailed user guide for the registration process may be downloaded by visiting the Procurement Division Supplier Services webpage at: [Procurement Department Supplier Services](#).

Any prospective proposer who has received this solicitation by any means other than through Public Purchase must register immediately with Public Purchase to ensure it receives any addendum issued to this solicitation. Failure to acknowledge receipt of an addendum may result in disqualification of bid submitted.

Solicitations responses must be submitted electronically through Public Purchase. This includes responses to invitation for bids (IFBs); requests for proposals (RFPs); requests for qualifications (RFQs); and any other formal solicitation.

A user guide for responding electronically to solicitations can be found by visiting the Procurement Division Supplier Services website under [Supplier Services](#)

Any request for additional information or clarification must be received in writing through Public Purchase no later than February 24, 2023, at 2:00 p.m. Bidders should not rely on any representations, statements or explanations other than those made in this IFB or in any written addendum to this IFB.

A **non-mandatory pre-proposal conference** will be held, on **February 17, 2023, at 10:00 a.m.** Attendance shall be via telephone conference by calling (305) 461-6769 and entering Meeting ID: 858 8095 0592 and passcode: 386829 or by joining in the meeting on [Zoom](#). Attendance is encouraged and recommended as a source of information but is not mandatory. Prior to the pre-proposal conference, the name of the companies and meeting participants that plan to attend should be sent to achung2@coralgables.com Attendance is encouraged and recommended as a source of information but is not mandatory.

Any request for additional information or clarification must be submitted via Public Purchase no later than February 24, 2023, at 4:00 PM. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any written addendum to this RFP.

Electronic submittals for RFP No. 2023-008 will be received until 2:00 p.m., on March 13, 2023, via Public Purchase.

Certified minority business enterprises (as defined in Florida Statutes §287.0943 and §288.703) and other minority or woman-owned enterprises are encouraged to respond to this solicitation.

Anticipated Schedule of Events:

Solicitation Advertisement	Monday, February 13, 2023
Non-Mandatory Pre-Proposal Conference	Friday, February 17, 2023, at 10:00 AM
Deadline for Questions	Friday, February 24, 2023, 4:00 pm
Submittal Deadline	Monday, March 13, 2023, 2:00 pm

Award of this solicitation will be made to the highest ranked responsive and responsible proposer(s), based on the criteria outlined in this solicitation, within a reasonable time after opening of proposals. However, the City reserves the right to accept or reject any and/or all Proposals or sections thereof and waive any informalities or technicalities at any time during the RFP solicitation process.

PRICING MUST BE FIRM FOR ONE-HUNDRED AND TWENTY (120) DAYS.

This solicitation is subject to the following Ordinances/Resolutions which may be found on the City of Coral Gables Website: <http://www.coralgables.com>, click on Government, City Department, Procurement, Procurement Links, Procurement Code (City Code Chapter 2 Article VIII).