

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 Invitation for Bids (IFB) No. 2025-033

The City of Coral Gables is seeking bids for HVAC & Refrigeration Systems Services - IFB 2025-033. This solicitation consists of contracting a qualified and experienced professional firm ("Bidder"), readily available to provide maintenance, services, repairs, and new installation of HVAC & refrigeration systems. The contractor must be readily available to provide the services outlined in this solicitation, in accordance with Federal Emergency Management Agency (FEMA) policies, procedures, and directives; Federal law, regulations, and executive orders; and State / Local law and regulations.

The Invitation for Bids (IFB) package may be downloaded by visiting [INFOR](#). Prospective bidders must register with INFOR, 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.

Any prospective bidder who has received this solicitation by any means other than through INFOR must register immediately with INFOR 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 INFOR. 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](#) webpage.

Any request for additional information or clarification must be received in writing through INFOR no later than October 29, 2025, at 4:00 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-bid meeting will be held on **October 22, 2025, at 10:00 a.m.** Attendance shall be via [Zoom video conference: Meeting ID: 938 855 0521](#). Prior to the pre-bid meeting, the name of the companies and meeting participants that plan to attend should be sent to mangrand@coralgables.com. Attendance is encouraged and recommended as a source of information but is not mandatory.

Bids for IFB No. 2025-033 will be received until 2:00 p.m. on November 12, 2025. Bids must be submitted electronically through INFOR. The responsibility for submitting bids before the stated time and date is solely the responsibility of the Bidder.

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	October 14, 2025
Non-Mandatory Pre-Bid Meeting	Wednesday October 22, 2025, at 10:00 AM
Deadline for Questions	Wednesday October 29, 2025, 4:00 PM
Submittal Deadline	Wednesday November 12, 2025, at 2:00 PM

Award of bid will be made to the lowest responsive responsible bidder who bids on all items, and whose bid offers the lowest total price when all items are added in the aggregate, within a reasonable time after opening. However, the City reserves the right to consider other conditions, which may be in the best interest of the City. **Bid must be firm for ninety (90) calendar days.** The City reserves the right to cancel this solicitation at any time, reject any and/or all submittals, and waive any technicalities, irregularities or any other minor variations.