

CITY OF CORAL GABLES, FL

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

REVISED PUBLIC NOTICE

Invitation for Bids (IFB) No. 2025-035

The City of Coral Gables is seeking bids for Printing Services - IFB 2025-035. This solicitation consists of providing business cards, envelopes, letterheads and other specialty and custom printing services to various City departments in accordance with the requirements of this solicitation and the City's brand guidelines.

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, Wednesday, December 3, 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.

Bids for IFB NO. 2025-035 will be received until 2:00 p.m. on Wednesday, December 17, 2025 Friday, December 19, 2025. Friday, January 9, 2026, 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	Wednesday, November 18, 2025
Deadline for Questions	Wednesday, December 3, 2025 @ 4:00 pm
Submittal Deadline	Wednesday, December 17, 2025 @ 2:00 pm Friday, December 19, 2025 @ 2:00 pm Friday, January 9, 2026 @ 2:00 pm

Award of this project will be made to all responsive, responsible Bidders, by line item, in the order which represents the lowest price to the City, 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.