



The City of Coral Gables

**Procurement Division
2800 S.W. 72ND AVENUE
MIAMI, FLORIDA 33155**

January 28, 2026

All Responding Bidders (See Distribution List)

SUBJECT: IFB 2025-035 Printing Services

Dear Bidders,

The evaluation of the bids submitted in response to the above cited solicitation is complete. The City Manager has recommended an award as shown in the attached document.

This notice is provided in accordance with Section 2-910 (c) of the Code of the City of Coral Gables. Our provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-1027 (4)(b) of the same City Code.

Thank you for your participation in this competition. If you have any questions please contact Neivy Garcia, Procurement Specialist at 305-460-5121 or ngarcia2@coralgables.com .

Sincerely,

Calgary Waterfront

Celeste S. Walker-Harmon
Chief Procurement Officer

Attachment: Award Recommendation

Distribution List: Jet Graphics, Inc.
Printing Depot.

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Peter J. Iglesias.
City Manager

DATE: January 26, 2026

FROM: Celeste Walker-Harmon
Chief Procurement Officer

Celeste S. Walker-Harmon
Digitally signed by
Celeste S. Walker-Harmon
Date: 2026.01.26
16:43:23 -05'00'

SUBJECT: Award Recommendation
IFB 2025-035 Printing
Services

The Procurement Division advertised IFB 2025-035 for Printing Services on November 19, 2025. A total of thirty-nine (39) bidders downloaded the IFB from Infor, the City's web-based e-procurement system. On January 9, 2026, two (2) responses to the IFB were received from the following bidders: Jet Graphics, Inc. and Printing Depot.

The Procurement Division finalized its due diligence process and confirmed that Jet Graphics, Inc. is both responsive to the requirements of the IFB and a responsible bidder. As such, my recommendation in accordance with Section 2-763 of the City Code entitled "Contract Award", for award of the subject IFB is as follows:

- 1) Accept the recommendation to award Jet Graphics, Inc., the lowest responsive and responsible bidder for IFB 2025-035 Printing Services.
- 2) Execute a contract with Jet Graphics, Inc. in the estimated annual amount of \$26,600.00 for an initial period of three (3) years with an option to renew for two (2) additional one (1) year periods at the sole discretion of the City.
- 3) Reaffirm the city's right to pursue alternative courses of action.

A copy of the IFB, bid response, and bid tabulation results are provided as part of this memo.

Your approval of this recommendation is being requested. Please contact me should you have any questions.

Approved:

Peter J. Iglesias

Digitally signed by Peter J. Iglesias
Date: 2026.01.28 12:39:45 -05'00'

Date:

1/28/2026

Copy:

Cristina M. Suárez, City Attorney
Billy Y. Urquia, City Clerk
Diana M. Gomez, Finance Director

**City of Coral Gables, Florida
Bid Tabulation**

ITB No.: 2025-035

Bid Title: Printing Services

Bid Opening Date: January 9, 2026 @ 2:00 pm

Prepared by: Neivy Garcia

GROUP 1: Business Cards, Letterhead and Envelopes		Lowest responsive, responsible bidder				
VENDOR NAME						
Vendor FEIN			65-0245956			20-4094773
Corporation Address/ Locations (County & State):			4101 SW 73 Ave Miami, FL 3155			3898 Tampa Road Oldsmar, FL 34677
Local Preference Affirmed?			No			No
Local 5% Preference Applicable? Coral Gables/ Miami-Dade County			No			No
Vendor Contact (for this bid)			Isabel Garcia, Vice President			Steve Hunt
Vendor Contact Phone Number			305 264-4333			813-855-6758
Vendor Contact Email			isa@jetgraphics.com			sales@noprintingdepot.com
NO.	DESCRIPTION	Quantity	Unit of Measure	Unit Price	Line Total	Unit Price
						Line Total
1	BUSINESS CARDS, SINGLE SIDED, ONE COLOR, 250 PER BOX	5.00	BOX	25.00	\$125.00	32.11
2	BUSINESS CARDS, SINGLE SIDED, ONE COLOR, 500 PER BOX	5.00	BOX	30.00	\$150.00	55.65
3	BUSINESS CARDS, SINGLE SIDED, TWO COLORS, 250 PER BOX	10.00	BOX	27.00	\$270.00	29.50
4	BUSINESS CARDS, SINGLE SIDED, TWO COLORS, 500 PER BOX	5.00	BOX	32.00	\$160.00	55.65
5	BUSINESS CARDS, DOUBLE SIDED, FOUR COLORS, 250 PER BOX	10.00	BOX	47.00	\$470.00	50.76
6	BUSINESS CARDS, DOUBLE SIDED, FOUR COLORS, 500 PER BOX	50.00	BOX	55.00	\$2,750.00	43.47
7	BUSINESS CARDS, SINGLE SIDED, TWO COLORS, PD, 250 PER BOX	10.00	BOX	42.00	\$420.00	30.88
8	BUSINESS CARDS, SINGLE SIDED, TWO COLORS, PD, 500 PER BOX	20.00	BOX	47.00	\$940.00	45.38
9	LETTERHEAD, 8.5 X 11, ONE COLOR, 20LBS BOND, 250 PER BOX	5.00	BOX	40.00	\$200.00	33.80
10	LETTERHEAD, 8.5 X 11, ONE COLOR, 20LBS BOND, 500 PER BOX	5.00	BOX	59.00	\$295.00	52.47
11	LETTERHEAD, 8.5 X 11, TWO COLORS, 20LBS BOND, 250 PER BOX	5.00	BOX	60.00	\$300.00	47.11
12	LETTERHEAD, 8.5 X 11, TWO COLORS, 20LBS BOND, 500 PER BOX	5.00	BOX	70.00	\$350.00	76.40
13	LETTERHEAD, 8.5 X 11, ONE COLOR, 24LBS BOND, 250 PER BOX	5.00	BOX	60.00	\$300.00	44.09
14	LETTERHEAD, 8.5 X 11, ONE COLOR, 24LBS BOND, 500 PER BOX	5.00	BOX	70.00	\$350.00	52.47
15	LETTERHEAD, 8.5 X 11, TWO COLORS, 24LBS BOND, 250 PER BOX	5.00	BOX	65.00	\$325.00	47.08
16	LETTERHEAD, 8.5 X 11, TWO COLORS, 24LBS BOND, 500 PER BOX	5.00	BOX	70.00	\$350.00	76.40
17	ENVELOPE, # 10, NO WINDOW, 24LBS LINEN, 250 PER BOX	5.00	BOX	85.00	\$425.00	80.31
18	ENVELOPE, # 10, NO WINDOW, 24LBS WHITE WOVE, 250 PER BOX	100.00	BOX	30.00	\$3,000.00	54.82
19	ENVELOPE, # 10, WINDOW, 24LBS LINEN, 250 PER BOX	5.00	BOX	70.00	\$350.00	87.56
20	ENVELOPE, # 10, WINDOW, 24LBS WHITE WOVE, 250 PER BOX	130.00	BOX	30.00	\$3,900.00	59.00
21	ENVELOPE, LARGE, 9 X 12 CATALOG STYLE, 250 PER BOX	5.00	BOX	155.00	\$775.00	213.40
						\$1,067.00

VENDOR NAME			Jet Graphics, Inc	Printing Depot			
Vendor FEIN			65-0245956	20-4094773			
Corporation Address/ Locations (County & State):			4101 SW 73 Ave Miami, FL 3155	3898 Tampa Road Oldsmar, FL 34677			
Local Preference Affirmed?			No	No			
Local 5% Preference Applicable?			No	No			
Coral Gables/ Miami-Dade County			Isabel Garcia, Vice President	Steve Hunt			
Vendor Contact (for this bid)			305-264-4333	813-855-6758			
Vendor Contact Phone Number			isa@jetgraphics.com	sales@goprinthadepot.com			
Vendor Contact Email							
NO.	DESCRIPTION	Quantity	Unit of Measure	Unit Price	Line Total	Unit Price	Line Total
22	ENVELOPE, A1, ONE COLOR, FOR POLICE PATCH CARD, 250 PER BOX	5.00	BOX	98.00	\$490.00	48.50	\$242.50
23	ENVELOPE, # 10, WINDOW, 24LBS WHITE WOVE, 500 PER BX	120.00	BOX	45.00	\$5,400.00	60.05	\$7,206.00
24	ENVELOPE, # 10, NO WINDOW, 24LBS WHITE WOVE, 500 PER BOX	85.00	BOX	53.00	\$4,505.00	52.08	\$4,426.80
	TOTAL BID AMOUNT				\$26,600.00		\$33,992.30

Assigned Procurement Personnel: Neivy Garcia

Neivy Garcia

Digitally signed by Neivy Garcia
Date: 2026.01.26 16:24:56 -05'00'

Procurement Personnel Signature

Eduardo Hernandez

Digitally signed by Eduardo Hernandez
Date: 2026.01.26 16:38:41 -05'00'

Witness Signature: Eduardo Hernandez