



## 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](mailto:ngarcia2@coralgables.com).

Sincerely,

A handwritten signature in blue ink, reading "Celeste S. Walker-Harmon".

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 -0500

**SUBJECT:** Award Recommendation  
IFB 2025-035 Printing  
Services

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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., 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

Peter J. Iglesias  
City Manager

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: Nelvy Garcia

**GROUP 1: Business Cards, Letterhead and Envelopes**

Lowest responsive, responsible bidder

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							
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@qpprintingdepot.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	\$160.55
2	BUSINESS CARDS, SINGLE SIDED, ONE COLOR, 500 PER BOX	5.00	BOX	30.00	\$150.00	55.65	\$278.25
3	BUSINESS CARDS, SINGLE SIDED, TWO COLORS, 250 PER BOX	10.00	BOX	27.00	\$270.00	29.50	\$295.00
4	BUSINESS CARDS, SINGLE SIDED, TWO COLORS, 500 PER BOX	5.00	BOX	32.00	\$160.00	55.65	\$278.25
5	BUSINESS CARDS, DOUBLE SIDED, FOUR COLORS, 250 PER BOX	10.00	BOX	47.00	\$470.00	50.76	\$507.60
6	BUSINESS CARDS, DOUBLE SIDED, FOUR COLORS, 500 PER BOX	50.00	BOX	55.00	\$2,750.00	43.47	\$2,173.50
7	BUSINESS CARDS, SINGLE SIDED, TWO COLORS, PD, 250 PER BOX	10.00	BOX	42.00	\$420.00	30.88	\$308.80
8	BUSINESS CARDS, SINGLE SIDED, TWO COLORS, PD, 500 PER BOX	20.00	BOX	47.00	\$940.00	45.38	\$907.60
9	LETTERHEAD, 8.5 X 11, ONE COLOR, 20LBS BOND, 250 PER BOX	5.00	BOX	40.00	\$200.00	33.80	\$169.00
10	LETTERHEAD, 8.5 X 11, ONE COLOR, 20LBS BOND, 500 PER BOX	5.00	BOX	59.00	\$295.00	52.47	\$262.35
11	LETTERHEAD, 8.5 X 11, TWO COLORS, 20LBS BOND, 250 PER BOX	5.00	BOX	60.00	\$300.00	47.11	\$235.55
12	LETTERHEAD, 8.5 X 11, TWO COLORS, 20LBS BOND, 500 PER BOX	5.00	BOX	70.00	\$350.00	76.40	\$382.00
13	LETTERHEAD, 8.5 X 11, ONE COLOR, 24LBS BOND, 250 PER BOX	5.00	BOX	60.00	\$300.00	44.09	\$220.45
14	LETTERHEAD, 8.5 X 11, ONE COLOR, 24LBS BOND, 500 PER BOX	5.00	BOX	70.00	\$350.00	52.47	\$262.35
15	LETTERHEAD, 8.5 X 11, TWO COLORS, 24LBS BOND, 250 PER BOX	5.00	BOX	65.00	\$325.00	47.08	\$235.40
16	LETTERHEAD, 8.5 X 11, TWO COLORS, 24LBS BOND, 500 PER BOX	5.00	BOX	70.00	\$350.00	76.40	\$382.00
17	ENVELOPE, # 10, NO WINDOW, 24LBS LINEN, 250 PER BOX	5.00	BOX	85.00	\$425.00	80.31	\$401.55
18	ENVELOPE, # 10, NO WINDOW, 24LBS WHITE WOVE, 250 PER BOX	100.00	BOX	30.00	\$3,000.00	54.82	\$5,482.00
19	ENVELOPE, # 10, WINDOW, 24LBS LINEN, 250 PER BOX	5.00	BOX	70.00	\$350.00	87.56	\$437.80
20	ENVELOPE, # 10, WINDOW, 24LBS WHITE WOVE, 250 PER BOX	130.00	BOX	30.00	\$3,900.00	59.00	\$7,670.00
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						
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@goprintingdepot.com	
NO.	DESCRIPTION					
		Quantity	Unit of Measure	Unit Price	Line Total	Unit Price
22	ENVELOPE, A1, ONE COLOR, FOR POLICE PATCH CARD, 250 PER BOX	5.00	BOX	98.00	\$490.00	48.50
23	ENVELOPE, # 10, WINDOW, 24LBS WHITE WOVE, 500 PER BX	120.00	BOX	45.00	\$5,400.00	60.05
24	ENVELOPE, # 10, NO WINDOW, 24LBS WHITE WOVE, 500 PER BOX	85.00	BOX	53.00	\$4,505.00	52.08
	TOTAL BID AMOUNT				\$26,600.00	

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