

# 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. 2026-015

The City of Coral Gables is seeking bids for **Event Staffing and Cleaning Services - IFB 2026-015**. This solicitation consists of providing professional Event Staffing at the Coral Gables Golf & Country Club. The selected vendor will deliver reliable personnel, including event staff, for various City-hosted and private events scheduled throughout the year.

The Invitation for Bids (IFB) package may be downloaded by visiting INFOR [Supplier Services webpage](#). Prospective bidders must register with INFOR, free-of-charge, to download the solicitation. A detailed user guide for the registration process may be downloaded by visiting the Procurement Division Supplier Services webpage at: <https://www.coralgables.com/departments/procurement/services/supplier-services>.

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 website under [Supplier Services](#)

**Any request for additional information or clarification must be received in writing through INFOR no later than Wednesday, May 27, 2026, at 4:00 PM.** 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 **Thursday, May 21, 2026, at 10:00 a.m.** Attendance shall be via **Zoom video conference: Meeting ID: 815 7158 8395, Access Code: 335096**. Prior to the pre-bid meeting, the name of the companies and meeting participants that plan to attend should be sent to [ehernandez2@coralgables.com](mailto:ehernandez2@coralgables.com). Attendance is encouraged and recommended as a source of information but is not mandatory. Access link to participate: <https://us02web.zoom.us/j/81571588395?pwd=wRQQfarQdYvaSOsDKNfEgUKFoR8S0I.1>

A non-mandatory site visit will be held on **Thursday, May 21, 2026, at 11:30 a.m.** at the Coral Gables Golf & Country Club located at 997 North Greenway Drive, Coral Gables, FL 33134.

**Electronic Bid responses for IFB No. 2026-015 will be received until 2:00 PM, Wednesday, June 10, 2026, via INFOR.** The City of Coral Gables will not accept and will in no way be responsible for any bids received after the submittal deadline. The responsibility for submitting bids before the stated time and date is solely the responsibility of the Bidder.

**The bid response must be signed and submitted electronically via INFOR.**

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:*

<b>Solicitation Advertisement</b>	<b>Monday, May 11, 2026</b>
<b>Non- Mandatory Pre-Bid Meeting</b>	<b>Thursday, May 21, 2026, at 10:00 am</b>
<b>Non- Mandatory Site Visit</b>	<b>Thursday, May 21, 2026, at 11:30 am</b>
<b>Deadline for Questions</b>	<b>Wednesday, May 27, 2026, at 4:00 pm</b>
<b>Submittal Deadline</b>	<b>Wednesday, June 10, 2026, at 2:00 pm</b>

Award of bid will be made to the lowest responsive responsible bidder, 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.