

CITY OF CORAL GABLES, FL

City of Coral Gables, 2800 SW 72nd Avenue, Miami, FL 33155
Procurement Division
Tel: 305-460-5102, Fax: 305-261-1601

PUBLIC NOTICE

Request for Proposals (RFP) No.: 2021-032

The City of Coral Gables, Florida is seeking proposals from a qualified and experienced Medical Director to provide medical direction to the City of Coral Gables Fire Department for emergency medical services. 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 Request for Proposals (RFP) may be downloaded by visiting PublicPurchase (www.publicpurchase.com). Prospective Proposers must register with PublicPurchase, 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 at: <https://www.coralgables.com/departments/Procurement/supplier-services>.

Any prospective proposer who has received this solicitation by any means other than through PublicPurchase must register immediately with PublicPurchase to ensure it receives any addendum issued to this solicitation. Failure to acknowledge receipt of an addendum may result in disqualification of proposal submitted.

SOLICITATIONS RESPONSES MUST BE SUBMITTED ELECTRONICALLY THROUGH PUBLICPURCHASE. THIS INCLUDES RESPONSES TO INVITATION FOR BIDS (IFBs); REQUESTS FOR PROPOSALS (RFPs); REQUESTS FOR QUALIFICATIONS (RFQs); and ANY OTHER FORMAL SOLICITATION.

A user guide detailing how to respond electronically to solicitations can be found by visiting the Procurement Division Supplier Services website under <https://www.coralgables.com/supplier-services>.

A non-mandatory pre-proposal conference will be held via Zoom, on **October 19, 2021 at 10:00 a.m.** Attendance shall be via **Zoom video conference: Meeting ID: 883 2650 1088 Passcode: 775804**. Prior to the pre-proposal meeting, the name of the companies and meeting participants that plan to attend should be sent to lsmith@coralgables.com. Attendance is encouraged and recommended as a source of information but is not mandatory. Access the link below to participate:

<https://us02web.zoom.us/j/88326501088?pwd=aDUxUW84S29CaWg1QTFHT3dNQzBpdz09>

Any request for additional information or clarification must be submitted via PublicPurchase no later than Tuesday, October 26, 2021 at 4:00 PM. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any written addendum to this RFP.

Electronic submittals for RFP No. 2021-032 will be received until 2:00 p.m., on Tuesday, November 2, 2021 via PublicPurchase.

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:

RFP Advertisement	Tuesday, October 5, 2021
Non-Mandatory Pre-Proposal Conference	Tuesday, October 19, 2021 at 10:00 AM
Deadline for Questions	Tuesday, October 26, 2021 at 4:00 PM
Proposals Submittal Deadline	Tuesday, November 2, 2021 at 2:00PM

Award of this solicitation will be made to the highest ranked responsive and responsible proposer, based on the criteria outlined in this solicitation, within a reasonable time after opening of proposals. However, the City reserves the right to accept or reject any and/or all Proposals or sections thereof, and waive any informalities or technicalities at any time during the RFP solicitation process.

PRICING MUST BE FIRM FOR ONE-HUNDRED AND TWENTY (120) DAYS.