

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. 2024-015

The City of Coral Gables is seeking bids for **Tree Maintenance Services Citywide - IFB 2024-015**. This solicitation consists of all the maintenance of trees and selected shrubbery, vines and brush in the public right-of-ways, parks, parking lots and around public buildings. Said work will generally be required within the corporate limits of the City, however, work may be called for outside of those limits.

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 May 28, 2024, 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.

A **non-mandatory** pre-bid meeting will be held on **May 14, 2024 at 9:00 a.m.** Attendance shall be via [Zoom video conference: Meeting ID: 839 2957 1698 Passcode: 6 6 9 8 3 1](#). Prior to the pre-bid meeting, the name of the companies and meeting participants that plan to attend should be sent to ngarcia2@coralgables.com. Attendance is encouraged and recommended as a source of information but is not mandatory.

Bids for IFB NO. 2024-015 will be received until 2:00 p.m., on June 11, 2024 June 14, 2024. **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	Tuesday, May 7, 2024
Non- Mandatory Pre-Bid Meeting	Tuesday, May 14, 2024, at 9:00 AM
Deadline for Questions	Tuesday, May 28, 2024, at 4:00 PM
Submittal Deadline	Tuesday, June 11, 2024, at 2:00 PM Friday, June 14, 2024, at 2:00 PM

Award of bid will be made to the lowest responsive responsible bidder who bids on all items, and whose bid offers the lowest total price when all items are added in the aggregate, 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.