



City of Doral Invitation to Bid Newsletter Printing & Mailing Services ITB No. 2022-08

NOTICE: Pursuant to Article V of the City's Code of Ordinance, the City of Doral (the "City") hereby gives notice of its intent to seek sealed bids from interested parties in response to this Invitation to Bid for **"ITB No. 2022-08 – Newsletter Printing & Mailing Services"** (the "ITB") to provide the services described herein. Proposals must be received by **10:00 am on Friday, April 29th, 2022.**

All submittals shall be publicly opened and recorded on 10:00 am, Friday, April 29th, 2022. Late submittals shall not be accepted or considered. Proposals must be submitted electronically through DemandStar or Vendor Registry by the date and time stated above. Any proposals received after the due date and time specified, will not be considered. See attached instructions for further details on E-Bidding.

The City of Doral reserves the right to accept any bid deemed to be in the best interest of the City or to waive any informality in any submittal. The city may reject any or all bids and re-advertise.

PROJECT OVERVIEW

The City of Doral is soliciting bids to provide Newsletter Printing and Mailing Services. The City will consider proposals from printing companies to provide diverse design, printing manufacturing, distribution services and other related services for The City of Doral's Public Affairs Department.

All questions and/or comments should be directed to Procurement at the following email at procurement@cityofdoral.com.

All inquiries must reference **"ITB No. 2022-08 Newsletter Printing & Mailing Services"** in the subject line. No phone calls will be accepted in reference to this ITB.

Any communications regarding matters of clarification must be made in writing to the email address listed above. If it becomes necessary to provide additional clarifying data or information that revises any part of this ITB, supplements or revisions will be made available via written addendum.

Solicitations may be found via the City of Doral website (www.cityofdoral.com) under Procurement. To obtain the solicitation interested parties must follow the link to download the document.

The City's tentative schedule for this Invitation to Bid is as follows:

ITB Advertisement Date: **March 25th, 2022, at 5:00 P.M.**

Non-Mandatory Pre-Bid Meeting: **April 12th, 2022, at 10:00 A.M.**

From your computer, tablet, or smartphone
<https://global.gotomeeting.com/join/328121253>

United States: +1 (786) 535-3211

Access Code: 328-121-253

Cut-off Date for Written Questions: **April 19th, 2022, at 5:00 P.M.**

procurement@cityofdoral.com

Deadline for Submittals & Bid Opening: **April 29th, 2022, at 10:00 A.M.**

From your computer, tablet, or smartphone
<https://global.gotomeeting.com/join/245495261>

United States: +1 (571) 317-3122

Access Code: 245-495-261

Anticipated Notification of Award (City Council): **June 8th, 2022, at 10:00 A.M.**

*****Late arrivals will not be permitted to join the conference and therefore forfeits all opportunities to bid on this project.**

During this conference all work will be discussed. The Procurement Division will respond to all questions submitted during the pre-bid conference by issuance of a written addendum to the ITB. All times noted are in Eastern Standard Time (EST).

The City reserves the right to delay or modify scheduled dates and will notify Bidders of all changes in scheduled dates.

Connie Diaz, MMC
City Clerk