



City of Doral Invitation to Bid Newsletter Printing & Mailing Services ITB No. 2022-20

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. 2022-20 – Newsletter Printing & Mailing Services**" (the "ITB") to provide the services described herein. Proposals must be received by **10:00 am on Friday, July 1st, 2022.**

All submittals shall be publicly opened and recorded on 10:00 am, Friday, July 1st, 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. 2022-20 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.

SCHEDULE OF EVENTS

| The City's tentative schedule for this Request for Proposals is as follows: | |
|--|--|
| ITB Advertisement Date: | May 27th, 2022 |
| Non- Mandatory Pre-Bid Meeting: | June 14th, 2022, at 10:00 A.M. Please join my meeting from your computer, tablet or smartphone. https://meet.goto.com/194000069 You can also dial in using your phone. United States: +1 (872) 240-3311 Access Code: 194-000-069 |
| Cut-off Date for Questions: | June 21st, 2022, at 5:00 P.M. |
| Deadline for Submittals and Opening of Bids: | July 1st, 2022, at 10:00 A.M. Please join my meeting from your computer, tablet or smartphone. https://meet.goto.com/673572957 You can also dial in using your phone. United States: +1 (571) 317-3122 Access Code: 673-572-957 |
| Anticipated Notification of Award Recommendation | August 3rd, 2022, at 10:00 A.M. |
| Anticipated Award (by the City Council): | August 10th, 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