



# CORAL GABLES, FL

City of Coral Gables, 2800 SW 72<sup>nd</sup> Avenue, Miami, FL 33155

FINANCE DEPARTMENT / PROCUREMENT DIVISION

Tel: 305-460-5121, Fax: 305-460-5116

## PUBLIC NOTICE

### Invitation to Bid (IFB) No 2010.07.02

The purpose and intent of this Invitation for Bid is to solicit sealed bids from qualified sources to establish firm, fixed contract through competitive negotiations, for the acquisition of outside licensed vendors to conduct Police Department Personnel Selection Background Investigations in accordance with the specifications, terms and conditions identified herein. It is the intent of the City of Coral Gables to select a minimum of two (2) contractors who are exceptionally qualified and demonstrate the capabilities to provide the requested service.

Invitation to Bid packages may be picked up at the Office of the Chief Procurement Officer, or by visiting our online vendor registration form at [http://www.coralgables.com/CGWeb/dep\\_proc\\_vendor.aspx](http://www.coralgables.com/CGWeb/dep_proc_vendor.aspx), no later than 4:00 pm Tuesday, July 13<sup>th</sup>, 2010.

Bids for **IFB No 2010.07.02, Background Investigation Services**, will be received until **2:00 p.m., Thursday, July 29<sup>th</sup>, 2010**, at the following address:

City of Coral Gables  
Office of the Chief Procurement Officer  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155

The City of Coral Gables will not accept and will in no way be responsible for any proposals received after the deadline of **Thursday, July 29<sup>th</sup>, 2010, 2:00 p.m.** The responsibility for submitting Proposals before the stated time and date is solely the responsibility of the Proposer. The City will not be responsible for delays caused by mail, courier services, including U.S. Mail, or any other occurrence.

Award of bid will be made to the lowest responsive responsible bidder, within a reasonable time after opening of bids. However, the City reserves the right to consider other conditions which may be in the best interests of the City. One (1) original bid and three (3) complete copies must be signed and submitted in a sealed envelope and clearly marked: **Background Investigation Services - IFB No. 2010.07.02.**

**Schedule of events for this IFB is as follows;**

IFB Advertisement	Friday, July 2 <sup>nd</sup> , 2010
Pre-Bid Conference	N/A
Last date to request packages	Tuesday, July 13 <sup>th</sup> , 2010 4pm
Questions from prospective proposers	Thursday, July 15 <sup>th</sup> , 2010 4pm
Answers to prospective proposers	Thursday, July 22 <sup>nd</sup> , 2010 4pm
Bid Opening	Thursday, July 29 <sup>th</sup> , 2010 2pm

The cone of silence for this project is now in effect. Any communication regarding this solicitation between a potential offeror, vendor, service provider, bidder, lobbyist, or consultant and any city department heads, their staff, selection committee or evaluation committee members is prohibited.

The cone of silence shall terminate at; (1) the time of the City Manager's approval of the award, or (2) the time of the City Manager's written recommendation to the City Commission is received by the City Clerk, or (3) the time that bids or proposals are rejected by the City Commission or the City Manager.

Violation of the Cone of Silence by a particular bidder or offeror shall render any award to said person voidable by the City Commission. A violation of this section by a particular bidder, offeror, lobbyist or consultant shall subject such person or persons to potential debarment pursuant to the provisions of this chapter.

BID PRICES MUST BE FIRM FOR A MINIMUM OF NINETY (90) DAYS. ESCALATION CLAUSES OF ANY KIND ARE NOT ACCEPTABLE. THE CITY OF CORAL GABLES RESERVES THE RIGHT TO ACCEPT ANY BIDS DEEMED TO BE IN THE BEST INTEREST OF THE CITY OF CORAL GABLES, OR WAIVE ANY INFORMALITY IN ANY BIDS. THE CITY OF CORAL GABLES MAY ALSO REJECT ANY AND/OR ALL BIDS.

YOU ARE HEREBY ADVISED THAT THIS INVITATION TO BID IS SUBJECT TO THE FOLLOWING ORDINANCES/RESOLUTIONS, WHICH MAY BE REQUEST IN WRITING TO THE CITY OF CORAL GABLES, CITY CLERKS OFFICE:

City of Coral Gables  
City Clerk's Office  
405 Biltmore Way, 1<sup>st</sup> Floor  
Coral Gables, FL 33134

- CONE OF SILENCE - Ordinance No. O2008-27
- CODE OF ETHICS & CONFLICT OF INTEREST - Ordinance No. O2008-27
- DEBARMENT PROCEEDINGS - Ordinance No. O2008-27
- PROTEST PROCEDURES - Ordinance No. O2008-27
- LOBBYIST REGISTRATION & DISCLOSURE OF FEES - Ordinance No. O2008-27

Sincerely,

Chief Procurement Officer