

**FUNDING REQUEST FORM**  
*(New Requests, Existing Contracts & Solicitations)*

**PROJECT/CONTRACT TITLE & NUMBER:**

**DATE:**

Fitness Instructor RTQ

10/10/25

**PROJECT MANAGERS, CONTRACT MANAGERS, CONSULTANT:**

<b>Project Manager:</b> Carlos Pichardo	<b>PHONE:</b> 305-733-9393	<b>EMAIL:</b> cpichardo@coralgables.com
<b>Contract Manager:</b>	<b>PHONE:</b>	<b>EMAIL:</b>
<b>Consultant:</b>	<b>PHONE:</b>	<b>EMAIL:</b>

**PROJECT/ CONTRACT DESCRIPTION:**

Request for funds to process an RTQ for the Community recreation Department to open purchase orders for fitness instructors at the Youth Center, Adult Activity Center and Country Club.

**ADVISORY BOARD/COMMITTEE RECOMMENDATION(S): (If Applicable)**

Date	Board/Committee	Comments

**ENGINEERING ESTIMATE (If Applicable):**

**CONTRACT FINANCIAL INFORMATION:**

Amount	Account No.	Project String	Source of Funds
30,217.00	1-001-6050-572-3122		
43,991.00	1-001-6060-573-3122		
234,500.00	1-430-6034-572-3103		
<b>Total:</b>	<b>\$308,708.00</b>	<b>Management &amp; Budget Director: Pedro Sanchez</b>	

Digitally signed by Pedro Sanchez  
Date: 2025.10.10 14:23:33 -04'00'

**FISCAL IMPACT STATEMENT (REQUIRED for Commission Items):**

<b>GRANT FUNDED</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>SOURCE:</b>	<b>AGREEMENT NO.</b>
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**SUBMITTED AND APPROVED BY:**

Submitted By:	Department Director:	Date Received By Procurement:
Carlos Pichardo <small>Digitally signed by Carlos Pichardo Date: 2025.10.10 10:05:27 -04'00'</small>	Carlos Pichardo <small>Digitally signed by Carlos Pichardo Date: 2025.10.10 10:05:52 -04'00'</small>	

**ATTACHMENT(S) (if applicable to request):**

1. Project Checklist
2. Special Conditions (If Applicable)
3. Desired Timeline
4. Construction Plans (If Applicable)
5. Scope of Services/Scope of Work
6. Technical Specification (If Applicable)