

# 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 Request to Qualify (RTQ) No.: 2025-049

The City of Coral Gables, Florida is seeking proposals for **Fitness Instructors - RTQ 2025-049**, from qualified and experienced individuals ("Professionals") interested in being Fitness Instructors.

The Request to Qualify (RTQ) 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](#).

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 submitted via INFOR no later than Tuesday, December 17, 2025, at 4:00 PM.** Professionals should not rely on any representations, statements or explanations other than those made in this RTQ or in any written addendum to this RTQ.

**Electronic submittals for RTQ No. 2025-049 will be received until 2:00 p.m., on Wednesday, January 7, 2026, via INFOR.** The City of Coral Gables will not accept and will in no way be responsible for any proposals received after the submittal deadline. The responsibility for submitting proposals before the stated time and date is solely the responsibility of the Professional.

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:*

|                              |  |
|------------------------------|--|
| RTQ Advertisement            | Wednesday, December 3, 2025              |
| Deadline for Questions       | Wednesday, December 17, 2025, at 4:00 pm |
| Proposals Submittal Deadline | Wednesday, January 7, 2026, at 2:00 pm   |

This solicitation will pre-qualify participants based on the criteria method outlined, within a reasonable time after opening of submittals. However, the City reserves the right to accept or reject any and/or all submittals or sections thereof and waive any informalities or technicalities at any time during the RTQ solicitation process.

PRICING MUST BE FIRM FOR ONE-HUNDRED AND TWENTY (120) DAYS.