

RFI No.  
20-R072763JP  
TENNIS COURT RESERVATION SOFTWARE  
NOVEMBER 8, 2019

Manatee County BCC  
Procurement Division  
1112 Manatee Avenue West Ste 803  
Bradenton, FL 34205  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)



**NOTICE TO OFFERORS**  
**REQUEST FOR INFORMATION 20-R072763JP**  
**TENNIS COURT RESERVATION SOFTWARE**

Manatee County, a political subdivision of the State of Florida (hereinafter referred to as County) requesting information from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida (Respondents) regarding Tennis Court Reservation Software, as specified in this Request for Information (RFI).

**DATE, TIME AND PLACE DUE:**

The Due Date and Time for submission of information in response to this RFI is **November 25, 2019 at 3:00 P.M. ET**. Information must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 prior to the Due Date and Time.

**QUESTIONS AND CLARIFICATION REQUESTS:**

Submit all questions, inquiries, or requests concerning interpretation, clarification or additional information pertaining to this RFI to the Manatee County Procurement Division is November 15, 2019. Questions and inquiries should be submitted via email to [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org) or to the Designated Procurement Contact shown below.

**DESIGNATED PROCUREMENT CONTACT:** Joe Pretorius, Sr Procurement Agent  
Email: [johannes.pretorius@mymanatee.org](mailto:johannes.pretorius@mymanatee.org)  
Manatee County Financial Management Department  
Procurement Division

**1.0 Project Background**

The County issues this Request for Information (RFI) for Tennis Court Reservation Software. At this time, the County is only requesting information in the responses to this RFI. Do not submit any pricing information.

The purpose of this Request for Information is to obtain information on Tennis Court Reservation Software. The software will be used to reserve tennis and pickleball courts at various facilities across the County.

The County does not guarantee that a contract will be awarded as a result of this RFI, nor does the County guarantee that a formal solicitation such as a Request for Proposal (RFP), Invitation to Bid (ITB) or other procurement process will be issued as a result of this RFI. However, the County reserves the right to negotiate a contract with a single source should limited competition exist as a result of the responses obtained from this RFI.

**2.0 Reviewing Responses**

It is County's intention to review responses and to determine the level of interest and availability based on the information provided by the Respondents in the RFI responses.

### **3.0 Response Submission**

The County's office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding County holidays. Responses may be submitted as follows:

- a. Hand-delivery, mail or commercial courier:

Manatee County BCC  
Procurement Division  
1112 Manatee Ave. West  
Suite 803  
Bradenton, FL 34205

OR

- b. E-mail: [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)

### **4.0 Cost of Preparation and Submission**

All costs associated with preparing and delivering a response to this RFI will be borne entirely by the Respondent. The County will not compensate the Respondent for any expenses incurred by the Respondent as a result of this RFI process.

### **5.0 Response Opening**

There will be no formal opening for this RFI.

### **6.0 Response Information**

Provide the following information in the response to this RFI:

- a. Respondent legal contracting name including any dba.
- b. Address of Respondent's corporate headquarters.
- c. Address of Respondent's local office (if any).
- d. Respondent's primary contact for this RFI. Include the following:
  - i. Name
  - ii. Title
  - iii. Phone
  - iv. E-mail
  - v. Mailing Address
- e. Respondent's website URL address.
- f. Respondent shall complete the attached excel spreadsheet.
- g. Provide two client references for whom Respondent has provided the Tennis Court Reservation Software as specified in this RFI to include the following information:
  - i. Client Name
  - ii. Location
  - iii. Contract Name

- iv. Contact Phone
- v. Contact Email
- vi. Dates of Service

**End of RFI Form**

Authorized for Release Jacob Erickson

Digitally signed by Jacob Erickson  
DN: cn=Jacob Erickson,  
o=Manatee County Government,  
ou=Procurement,  
email=jacob.erickson@manatee  
org, c=US  
Date: 2019.11.08 11:07:18 -0500