

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. \_\_\_\_\_  
Contract

Re-Bid     Other – Access of Other Entity Contract    LIVING WAGE APPLIES:  YES     NO  
 Requisition No./Project No.: RQPR2100007    TERM OF CONTRACT 5 YEAR(S) WITH \_\_\_\_\_ YEAR(S) OTR

Requisition /Project Title: Retail Inventory Services

Description: Miami-Dade Parks, Recreation and Open Spaces (PROS) is seeking services of an experienced firm to perform retail inventory counts/audits for its golf course pro shops and restaurant and Trail Glades Gun Range.

Issuing Department: SPM    Contact Person: Margaret Brown    Phone: 305-375-4914

Estimate Cost: 200,000    Funding Source: GENERAL    FEDERAL    OTHER  
Internal Fds    \_\_\_\_\_    \_\_\_\_\_

**ANALYSIS**

<b>Commodity Codes:</b>	<u>946-55</u>	<u>918-70</u>	_____	_____	_____
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>		
<b>Contractor:</b>	_____	_____	_____		
<b>Small Business Enterprise:</b>	_____	_____	_____		
<b>Contract Value:</b>	_____	_____	_____		
<b>Comments:</b>	_____				

Continued on another page (s):     YES     NO

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	_____	_____	_____	_____

Basis of Recommendation:  
 \_\_\_\_\_

Signed: Margaret Brown    Date sent to SBD: March 15, 2021  
 Date returned to SPD: \_\_\_\_\_

**THIS DOCUMENT IS A DRAFT OF THE SCOPE OF SERVICES FOR A FUTURE SOLICITATIONS AND IS SUBJECT TO CHANGE WITHOUT NOTICE. THIS IS NOT AN ADVERTISEMENT.**

3.1. Scope of Service –

Miami-Dade Parks, Recreation and Open Spaces (PROS) is seeking services of an experienced firm to perform retail inventory counts/audits for our golf course pro shops and restaurant and Trail Glades Gun Range. The inventories will be conducted quarterly at all locations below and on an as needed basis at specific locations via notification from PROS. **The firm must complete the quarterly inventory process at all locations within seven (7) days of commencement. Quarterly dates (4 per year) will be agreed upon with successful bidder. The random as needed audits must be initiated within 24 hours of notification at any one location and completed within two (2) days. All inventories will be conducted during after-hours at each location.** The firm may utilize temporary staff supervised by the bidder’s professional staff for all inventory processes. **SITE VISITS ARE HIGHLY RECOMMENDED PRIOR TO BIDDING.**

**After Hour Times:** All Locations: After 8:30PM

Below are the locations and the approximate cost and amount of inventory to be counted:

<b>LOCATIONS</b>	<b>Inventory Amount</b>	<b>Inventory Count</b>
1. Country Club of Miami Pro Shop & Restaurant 6801 NW 186 Street Hialeah, FL 33015	\$90,000	7,000
2. Greynolds Golf Pro Shop 17530 West Dixie Highway Miami, FL 33161	\$36,500	5,300
3. Crandon Park Golf Pro Shop 6700 Crandon Blvd Key Biscayne, FL 33149	\$98,500	10,000
4. Palmetto Golf Pro Shop 9300 SW 152 Street Miami, FL 33157	\$18,000	4,500
5. Briar Bay Golf Pro Shop 9373 SW 134 Street Miami, FL 33176	\$3,500	1,800
6. Trail Glades Gun Range Shop 17601 SW 8 Street Miami, FL 33194	\$8,500	2,700
<b>Approximate Total Amount of Inventory</b>	<b>\$255,000</b>	<b>31,300</b>

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**3.2. Specifications**

The material to be counted includes but is not limited to ball markers, golf balls, golf bags, tees, gloves, golf clubs, clothing and restaurant food items such as canned goods, frozen foods, beverages (alcoholic and non) etc.

The firm is responsible for physically counting the material and documenting the counts in hardcopy and excel formats. The firm is to provide the overall management and supervision of all counts and is subject to oversight by PROS employees and internal and external auditors. The firm will be required to make recounts upon request.

The firm will be responsible for utilizing a process to ensure all locations are counted and for identifying/marketing locations as counted. The successful bidder shall utilize electronic capability, bar code scanning devices and must be capable of providing reports of what was counted and able to manually enter the data into PROS' inventory systems, EZ Link and CivicRec (Park Link). PROS will provide the successful bidder with a copy of its stock-code database and inventory reports for each location where applicable. Some locations may require the bidder to create a stock-code database for PROS. The successful bidder shall be responsible to provide a final inventory count.

PROS will also provide the firm with access and training materials for entering the inventory data directly into the systems and generating reports to be submitted and reviewed by each location for final payment approval.

**Key Deliverables/Milestones:**

- Perform physical inventory counts.
- Create stock code database (where necessary).
- Perform manual data entry to enter inventory data into respective systems. Both systems do have barcode scanning capabilities for assistance in data entry.
- Generate inventory reports from the respective systems for review and sign-off by each location supervisor/manager.

**End of Document**