



## DEPARTMENT OF PARKS AND RECREATION

16161 FLIGHT PATH DRIVE ♦ BROOKSVILLE, FLORIDA 34604 ♦ W [www.HernandoCounty.us](http://www.HernandoCounty.us)  
PARKS P 352.754.4027 ♦ F 352.754.4427 ♦ RECREATION P 352.754.4031 ♦ F 352.754.4415

# MEMO

TO: Carla Rossiter-Smith, MSM PMP, Chief Procurement Officer

FROM: Rob Talmage, Parks and Recreation Administrator 

SUBJECT: 23000684-1 Delta Woods Park Playground 22-PC0148

DATE: November 8, 2023

The Delta Woods Park playground project is complete. I am forwarding the following documents for processing:

1. Final Payment Request #1
2. Final Payment Checklist
3. Vendor Performance Evaluation

Please proceed with the agenda item to the Board of County Commissioners for final approval of the Delta Woods Park playground project.

The original amount including change orders came to \$232,892.35.

The final invoice due to complete the project comes to \$232,892.35. Funding is available in account 0011-04441-560301. Account should be 5606301

If additional information is needed, please contact me.

Thank you.

**HERNANDO COUNTY PURCHASING AND CONTRACTS**  
**VENDOR PERFORMANCE EVALUATION**  
**Construction Projects**

Vendor/Firm: Top Line Recreation, Inc.	County Dept.: Parks & Recreation	Contract # and Description: 23000684, Delta Woods Playground
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The Purchasing and Contracts Department would like your opinion of this Contractor. This evaluation will be kept on file in the Purchasing Department and referred to when recommending future A/E contracts.

Return completed form to: \_\_\_\_\_

This information will also be shared with the Contractor to inform them of commendable as well as deficient areas in their service.

Design Phase	Rating Scale:	Poor		Average		Excellent
Knowledge and understanding of job scope		①	②	③	④	●
Ability to comply with specifications		①	②	③	④	●
Speed and efficiency of work		①	②	③	④	●
Adequacy of manpower and crew mix		①	②	③	④	●
Quality of workmanship		①	②	③	④	●
Response to changes in scope, schedule, manpower		①	②	③	④	●
Ability to suggest innovative methods		①	②	③	④	●
Early identification of problems and timely resolution		①	②	③	④	●
Submission of updated and revised progress schedules		①	②	③	④	●
Quality of supervision		①	②	③	④	●
Coordination and control of subcontractor(s)		①	②	③	●	⑤
Enforcement of safety procedures		①	②	③	④	●
Adherence to schedule		①	②	③	④	●
Adequacy of materials		①	②	③	④	●
Storage of materials		①	②	③	④	●
Adequacy of housekeeping and site clean-up		①	②	③	④	●

**HERNANDO COUNTY PURCHASING AND CONTRACTS**  
**VENDOR PERFORMANCE EVALUATION**  
**Construction Projects**

Construction Phase Cont.	Rating Scale:	Poor		Average		Excellent
Cooperativeness		①	②	③	④	●
Professional conduct		①	②	③	④	●

Specific suggestions for improvement:  
N/A

Would you recommend this contractor for another County project? ☒ Yes ☐ No, please explain

Top Line Recreation has been fantastic to work with. Their playground designs fit well into our parks and require minimal maintenance throughout their lifespan. The install crews are prompt and professional. The quality of their work is excellent. Top Line is very responsive to issues that might arise during construction.

Evaluated by:

*R. Talmage* 11-8-2023  
Signature Date

Reviewed by:

*Carla Rouse* 11/08/2022  
Chief Procurement Officer Date

HERNANDO COUNTY CONSTRUCTION CONTRACT  
FINAL PAYMENT CHECKLIST

Bid No: RQ 23076 Project No: 23000684 Date: 11/08/2023

Contractor Name: Top Line Recreation, Inc.

The following items have been secured by the Parks Dept. department for the project known as \_\_\_\_\_

Contract No: \_\_\_\_\_, and have been reviewed and found to comply with the requirements of the Contract Documents.

Original Contract Price: \$229,892.35 Final Contract Price (including all change orders): \$232.892.35

Performance Bond Increase Required: Yes ☐ No ☒

Date of Notice to Proceed: N/A Amount of Liquidated Damages: N/A

Substantial Completion Time:\* N/A Calendar Days

Substantial Completion Time (including Change Orders):\* N/A Calendar Days

Final Completion Time:\* 9/15/2023 199 days Calendar Days

Final Completion Time (including Change Orders):\* 9/15/023 199 days Calendar Days

Actual Substantial Completion Time:\* N/A Calendar Days

Actual Final Completion Time (including Change Orders):\* 9/15/023 199 days Calendar Days

Completed		
Yes	No	
<u>X</u>	<u>      </u>	1. All Punch List items completed <u>10/11/20</u> (Date).
<u>X</u>	<u>      </u>	2. Warranties and Guarantees assigned to County.
<u>X</u>	<u>      </u>	3. General one year warranty from Contractor _____ (Effective Date).
<u>X</u>	<u>      </u>	4. Operation and Maintenance manuals for equipment and system.
<u>      </u>	<u>N/A</u>	5. Record drawings obtained.
<u>      </u>	<u>N/A</u>	6. County personnel trained on system and equipment operation.
<u>      </u>	<u>N/A</u>	7. Certificate of Occupancy _____ or Compliance _____
<u>      </u>	<u>N/A</u>	8. Certificate of Substantial Completion* _____ (Date)
<u>X</u>	<u>      </u>	9. Department's Final Inspection Report* when Applicable. _____ (Date)
<u>      </u>	<u>N/A</u>	10. Final Payment Certification and Affidavit from Contractor.
<u>      </u>	<u>N/A</u>	11. Owner's Representative's Certificate of Final Inspection. _____ (Date)
<u>      </u>	<u>N/A</u>	12. DBE Participation Certification and justification letter from Contractor (If Applicable).

FINAL PAYMENT CHECKLIST (Continued)



Completed		
Yes	No	
	N/A	14. Release of Liens
	N/A	15. Consent of Surety
	N/A	16. As-Built Documents (Signed and Sealed)
X		17. Vendor Performance Form _____
X		18. Final Funding Agency Approval, if applicable
		19. Others: Specify: _____

If any of the above are not applicable, indicate by N/A.

If No Is checked to any of the above, explain here: \_\_\_\_\_

Comments: This project was approved through a "Request for Quote" process. No engineering, liens, or final as-built plans were required.

Signed:   
Department Director or Designee

Date: 11-8-2023

\* These Completion Times and/or Dates to be used, when appropriate, in administering the liquidated damages provision of the Contract Documents.

cc: Purchasing & Contracts

Top Line Recreation, Inc.  
 2922 HOWLAND BLVD -  
 SUITE 4  
 Deltona, FL 32725  
 (800)921-4509  
 soniap@toplinerec.com  
 http://www.toplinerec.com



## INVOICE

### BILL TO

Chris Linsbeck  
 Hernando County Parks & Rec  
 16161 Flight Path Drive  
 Brooksville, FL 34604

### SHIP TO

Chris Linsbeck  
 Hernando County Parks &  
 Rec  
 Delta Woods Park  
 3400 Deltona Blvd.  
 Spring Hill, FL 34606

INVOICE # 3649

DATE 09/15/2023

DUE DATE 09/15/2023

TERMS Due on receipt

### SALES REP

Kelly Woods - K178

### CUSTOMER PO

23000684-1

### QUOTE

TLRQ4969-04

ACTIVITY	QTY	RATE	AMOUNT
Delta Wood Park Option #1 St Johns County Contract #2022-16			
<b>134-161447-3</b>	1	101,424.00	101,424.00
Burke Series Basics, Nucleus #134-161447-3			
<b>ST. JOHNS</b>	1	-5,071.20	-5,071.20
5.0% Discount per St Johns County			
<b>SPECPRICE</b>	1	-22,306.80	-22,306.80
BCI Burke Special Pricing Discount			
<b>ENG2DM</b>	2	1,006.10	2,012.20
FL Engineer Sealed Drawings & Calcs.			
<b>BOYD9000</b>	1	32,926.83	32,926.83
Install of Burke Playground #134-161447-3			
<b>CURB</b>	1	7,926.83	7,926.83
Install Ribbon Curb			
<b>EXC</b>	1	4,268.29	4,268.29
Excavation for New Poured-In-Place or Turf			
<b>HAUL</b>	1	3,048.78	3,048.78
Haul off excess materials			
<b>DUMPSTER</b>	1	1,036.59	1,036.59
Dumpster			
<b>STORAGE</b>	1	1,707.32	1,707.32
Storage Container for (1) Month Storage			
<b>PERMITS</b>	1	2,195.12	2,195.12
Hernando County Permit Submittal Service (This does not include the Actual Cost of the permit)			
*Actual cost to be added to final invoice.			

ACTIVITY	QTY	RATE	AMOUNT
<b>SAFETY1ST</b> 3,890 SF Poured-In-Place Thickness: 2, 2 , and 3 inch for 4, 6, and 8' CFH	1	76,376.83	76,376.83
<b>SAFETY1ST</b> 3,890 SF Stone Base	1	17,078.05	17,078.05
<b>Change Order</b> A combination of additional fill furnished by the County and installed by Safety 1st Playgrounds and 2 loads of additional stone furnished by Safety 1st Playgrounds	1	3,000.00	3,000.00

Thank you for your business!

SUBTOTAL	225,622.84
SHIPPING	7,269.51
TOTAL	232,892.35
BALANCE DUE	<b>\$232,892.35</b>