



# Marion County Board of County Commissioners

## Procurement Services

2631 SE Third St.  
Ocala, FL 34471  
Phone: 352-671-8444  
Fax: 352-671-8451

BSS \_\_\_\_\_

PCA \_\_\_\_\_

BCC \_\_\_\_\_

CNT \_\_\_\_\_

BONDS \_\_\_\_\_

COI \_\_\_\_\_

NTP \_\_\_\_\_

## PROCUREMENT REQUEST FORM

This form is to be used for General Requisitions, Task Order Requests and/or Solicitation Action. Some fields may not be applicable and may be left blank. Forms with incorrect or missing information may be sent back for correction. Use your cursor to hover over a field for help.

Date:  Type of Request:

Department Contact Name & Number:

Department:

Solicitation Number & Name or State/Cooperative Contract #:

Board Action Required?  If yes, Board Date Requested:  Quotes Attached:

Vendor Number:

Vendor Name/Address:

Vendor Email Address:   
(PO will be emailed to this address)

Ship To:

Street Address:

City:

Zip Code:

W-9 Attached (If new vendor)

Total Purchase Amount:

List all GL Accounts & Project Codes  
and Amounts by Line Item

CR362572-563101 / 360WEIRD L - \$60,247.11  
*360WEIRD L*

**\*\*\* ALL computer related purchases (software/hardware) must have prior approval from the Information Technology Dept. Please attach approval with this form. \*\*\***

**THIS SECTION FOR PROJECTS ONLY**

Contingency % Amount:  Contingency \$ Amount:

Substantial & Final Completion Dates:

Liquidated Damages:

Detailed Description/Scope of Work  
Grant Information if Applicable

Purchase and install new playground equipment, borders and engineered wood fiber mulch at Weirsdale Park to replace existing equipment that is in very poor condition.

Additional Information/County Admin.  
Notes for Agenda

**(Procurement Only)**

Commodity Code:

# QUOTE



**Top Line Recreation Inc.**  
 2922 Howland Blvd, Suite 3, Deltona, FL 32725  
 386-575-8359

QUOTE #	TLRQ5811-01
PROJECT:	Weirsdale Park

Bill to: Susan Heyen  
 Marion County Parks & Recreation  
 Member ID: 5005270  
 111 SE 25th Avenue  
 Ocala, FL 34471  
 352-671-8560  
 Susan.Heyen@marionfl.org

Ship to: Susan Heyen  
 Marion County Parks & Recreation  
 Weirsdale Park  
 16286 SE 137th Court  
 Weirsdale, FL 32195  
 352-671-8560  
 Susan.Heyen@marionfl.org

SALESPERSON	PAYMENT TERMS	QUOTE CREATED	QUOTE EXPIRES
Dominic Conrad	Net 30	Dec 18, 2024	Jan 17, 2025

#	PART #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
<b>Member ID: 5005270 Marion County Parks &amp; Rec</b>				
<b>Omnia Contract #R220201</b>				
1	134-192884-2	Burke SY-3496 Fall In Love Sale Playground Age Group: 5-12 User Capacity: 25	\$22,620.00	\$22,620.00
		7.0% Discount Omnia Contract		-\$1,583.40
1	FALLSALE	Burke Fall In Love Sale *Orders must be placed by December 18th, 2024, and ship by April 11th, 2025. No exceptions.	-\$6,785.60	-\$6,785.60
1	134-192884-2	Burke Freestanding Components Cirrus Swing, Aro Spinning Chair, Welcome Signs, Swings	\$15,837.00	\$15,837.00
		7.0% Discount Omnia Contract		-\$1,108.59
1	FREIGHT	ABF Charges to Weirsdale, FL 32195	\$3,934.50	\$3,934.50
1	INSTALL	Jim's Complete Construction Install of Burke #134-192884-2 *Haul off excess material and onsite dumpsters by others *Permitting by others	\$15,382.80	\$15,382.80
<b>Open Market Items</b>				
1	ENG1R	FL Engineer Sealed Drawings & Calculations	\$1,310.98	\$1,310.98
1	APS	Action Play Systems (52) 12" Playground Borders and (1) Full ADA Ramp	\$2,920.73	\$2,920.73
1	BORDER	Installation of (52) APS Playground borders and Ramp	\$1,986.98	\$1,986.98
1	IMULCH	102 Cubic Yards Engineered Wood Fibers, Blown-In *Based on Playground Area 2,695 SF: 15" to settle to 12"	\$5,731.71	\$5,731.71

**NOTE: Payment for equipment items will be due within 30 days after the products ship. Service-related items will typically be invoiced at completion of the project and will be due within 30 days of the invoice date. Larger projects may require progress payments, in which case. These terms will be clearly noted on**

#	PART #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		the customer quotation.		
			<b>SUBTOTAL</b>	\$60,247.11
			<b>TAX RATE</b>	
			<b>SALES TAX</b>	\$0.00
			<b>TOTAL</b>	\$60,247.11

Please contact me if I can be of further assistance.  
 DOMINIC CONRAD 386-507-1029.



2922 Howland Blvd, Suite 3  
 Deltona, FL 32725  
 386-789-4508 / 888-909-0549 Fax  
 800-921-4509 Toll Free  
[info@toplinerec.com](mailto:info@toplinerec.com)

**Client:**

**General Terms:**

Please note that this order is non-cancelable once placed, and deposit is non-refundable. If shipment is refused when delivery is attempted, carrier will return the shipment to the manufacturer and all resulting charges will be applied to your account.

Acceptance by either a signature or a purchase order based on this proposal indicates that you are in full agreement with all terms and conditions of this proposal including the following:

Prices are valid for 30 days. After 30 days, prices are subject to change without notice. Sales tax will be charged unless a copy of a valid Sales tax exemption certificate is presented with order. Specify all color selections in writing. Any discrepancies that arise due to oral color selections will be the responsibility of the customer. If customer is installing equipment, all equipment is to be installed per manufacturer's instructions and appropriate guidelines such as ASTM and CPSC.

Installation, site work, building permits, engineered drawings, etc. are not included unless noted.

**Installation Terms:**

Standard Services Include:

- Shipping Notification/Receiving Instructions
- Pre-Installation On-Site Meeting
- Underground Utility Check (Sunshine State One Call)
- Accept Delivery and Unload Equipment (If site is ready)
- Moving New Equipment to Job Site
- Layout of Equipment
- Installation of Equipment and Materials Per Manufacturer's Instructions
- Trash Clean Up (Dumpsters and Off-Site Trash Disposal not Standard)
  - Post-Installation Walk Through
  - Maintenance Explanation

**Customer Responsibilities** (Applicable if Top Line Recreation, Inc is NOT installing):

- Trash Disposal - Dumpsters or Off Site Disposal.
- Accept Delivery and Unload Equipment (If site is not ready.) \$500.00 Charge will Apply if Customer Wants Installers to Unload.
- Provide Area for Storage and Staging.
- Secure Site and Equipment.
- Provide Access as Outlined below.

**Some Optional Responsibilities** (Must be clearly outlined in the applicable quotation/contract):

- Removal of Existing Equipment.
- Site Preparation and Grading, Drainage Systems, etc.
- Engineered Drawings for Purchased Equipment.
- Other Permits or Engineered Drawings (i.e. zoning permits, environmental permits, site surveys, etc.)

\*Any other responsibilities must be clearly outlined in the applicable quotation/contract.

**Building permits**

Building permits are the responsibility of the owner. If a building permit is required for your project, there will be an administrative, expeditor, and application fee included on project quote. This fee does not include the cost of the actual permit. Customer will be charged "actual permit" cost on last invoice.

NOTE - All zoning, planning, environmental, etc. permits and approvals are the responsibility of others.

**Other Notes:**

**Access/Utilities.** Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage such as providing plywood over sod for access. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer.

**Rock/Foreign Object Clause.** Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rock, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

**Playground Surfacing.** All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer contracts for something contrary to the guidelines, they are accepting all responsibility for any liability and future litigation that may arise.

If a special inspection is required, an additional fee of \$700.00 will be added to the final invoice.

Acceptance Signature \_\_\_\_\_ Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Tax Exempt No. \_\_\_\_\_