

**PROPOSER INFORMATION**

Communications concerning this proposal shall be addressed to:

Company Name: TOP LINE RECREATION, INC

Social Security/Federal Tax I.D. No.: 45-3009109

Proposer's Name (Print): SONIA M PERKINS Title: PRESIDENT

Address: 2922 HOWLAND BLVD - SUITE 4

City/State/Zip: Deltona, FL 32725

Phone: 386-575-8359 Fax: \_\_\_\_\_

Email: SONIAP@TOPLINEREC.COM

**ACKNOWLEDGEMENT OF ADDENDA**

**Instructions: Complete Part I or Part II, Whichever Applies**

**Part I:**

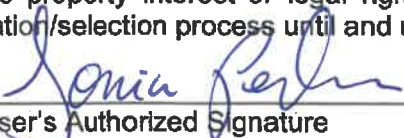
Proposer has examined copies of all the Contract Documents and of the following Addenda (receipt of all which is hereby acknowledged).

Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____
Addendum No: _____	Dated: _____

**Part II:**

No Addendum was received in connection with this RFP.

It is understood and agreed by Proposer that the City reserves the right to reject any and all proposals, to make awards on all items or any items according to the best interest of the City, and to waive any irregularities in the proposal or in the proposals received as a result of the RFP. It is also understood and agreed by the Proposer that by submitting a proposal, Proposer shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both parties.

  
Proposer's Authorized Signature

08-10-2024  
Date

SONIA M PERKINS - PRESIDENT  
Proposer's Printed Name

**PROPOSAL CONFIRMATION**

In accordance with the requirements to provide **Recreation Complex Playground Design and Installation** pursuant to RFP No. 08-14-24-11, the undersigned submits the attached proposal.

Proposer accepts and hereby incorporates by reference in this proposal all of the terms and conditions of the scope of work, including EPA Standards, Motor Vehicle Safety Standards and required warranty and guarantee certificates.

Proposer is fully aware of the scope of work based on these requirements, the legal requirements (federal, state, county and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the work and has made such independent investigation as Proposer deems necessary.

This proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham proposal; Proposer has not solicited or induced any person; firm or a corporation to refrain from proposing and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over City.

The Proposer shall acknowledge this Proposal by signing and completing the spaces provided. I hereby submit this Proposal Package for Recreation Complex Playground Design and Installation, RFP No. 08-14-24-11 to the City of Coconut Creek with the full understanding of the Request for Proposal, General Terms and Conditions, Special Terms and Conditions, Detailed Requirements, and the entire Proposal Package.

SONIA M PERKINS - PRESIDENT  
\_\_\_\_\_  
Proposer's Name

*Sonia Perkins*  
\_\_\_\_\_  
Signature

08-10-2024  
\_\_\_\_\_  
Date

State of: FL

County of: Volusia

The foregoing instrument was acknowledged before me this 12 day of Aug, 2024, by Sonia Perkins, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

*Janelle*  
\_\_\_\_\_  
Notary Public Signature

Jennifer Janelle  
\_\_\_\_\_  
Notary Name, Printed, Typed or Stamped

Commission Number: HH 379138

My Commission Expires: 3/27/27



JENNIFER JANELLE  
Commission # HH 379138  
Expires March 27, 2027

**INDEMNIFICATION CLAUSE**

(Page 1 of 1)

The parties agree that one percent (1%) of the total compensation paid to Contractor for the work of the contract shall constitute specific consideration to Contractor for the indemnification to be provided under the Contract. The Contractor shall indemnify and hold harmless the City Commission, the City of Coconut Creek, and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the City, or any of their agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph shall not be limited in any way by any limitation on this amount or type of damages compensation or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation Acts, Disability Benefit Acts or other Employee Benefit Acts. Nothing in this section shall affect the immunities of the City pursuant to Chapter 768, Florida Statutes, as amended from time to time, nor shall it constitute an agreement by the City to indemnify Contractor, its officers, employers, subcontractors or agents against any claim or cause of action.

SONIA M PERKINS - PRESIDENT  
Contractor's Name

*Sonia Perkins*  
Signature

08-10-2024  
Date

State of: FL

County of: Volusia

The foregoing instrument was acknowledged before me this 12 day of Aug, 2024, by Sonia Perkins, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

*Janelle*  
Notary Public Signature

Jennifer Janelle  
Notary Name, Printed, Typed or Stamped

Commission Number: HH 379138

My Commission Expires: 3/27/27



JENNIFER JANELLE  
Commission # HH 379138  
Expires March 27, 2027

**NON-COLLUSIVE AFFIDAVIT**

State of FLORIDA )

)ss.

County of VOLUSIA )

SONIA M PERKINS

being first duly sworn, deposes and says that:

- (1) He/she is the PRESIDENT  
(Owner, Partner, Officer, Representative or Agent)  
of TOP LINE RECREATION INC the Proposer that has submitted the attached proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- (3) Such proposal is genuine and is not a collusive or sham proposal;
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham proposal in connection with the work for which the attached proposal has been submitted; or to refrain from bidding in connection with such work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm or person to fix the price or prices in the attached proposal of any other Proposer, or to fix an overhead, profit, or cost elements of the proposal price or the proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- (5) The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

By: Sonia Perkins

SONIA M PERKINS  
\_\_\_\_\_  
(Printed Name)

PRESIDENT  
\_\_\_\_\_  
(Title)

ACKNOWLEDGEMENT

State of FL  
County of Volusia

The foregoing instrument was acknowledged before me this 12 day of Aug, 2024,  
by Sonia Perkins, who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal

Jennifer Janelle  
\_\_\_\_\_  
NOTARY PUBLIC



JENNIFER JANELLE  
Commission # HH 379138  
Expires March 27, 2027

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp, or  
Type as Commissioned.)

**PROPOSER'S QUALIFICATION STATEMENT**

In order to properly evaluate the proposal submittals, Proposers are expected to complete the questionnaire and include the following documentation. By attesting to this submittal, Proposer guarantees the truth and accuracy of all statements and answers herein contained.

SUBMITTED TO: City of Coconut Creek  
Procurement Division  
4800 West Copans Road  
Coconut Creek, FL 33063

Submitted By: SONIA M PERKINS - PRESIDENT  
Name: TOP LINE RECREATION INC  
Address: 2922 HOWLAND BLVD - ST 4  
City, State, Zip: DELTONA, FL 32725  
Telephone No. 386-575-8359  
Fax No.  
Email: SONIAP@TOPLINEREC.COM

- Check One  
 Corporation  
 Partnership  
 Individual  
 Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is: TOP LINE RECREATION INC  
 \_\_\_\_\_  
 \_\_\_\_\_  
 The address of the principal place of business is: 2922 HOWLAND BLVD - SUITE 4 DELTONA, FL 32725  
 \_\_\_\_\_  
 \_\_\_\_\_

2. If Proposer is a corporation, answer the following:

- a. Date of Incorporation: 08-16-2011
- b. State of Incorporation: FLORIDA
- c. President's Name: SONIA M PERKINS
- d. Vice President's Name: TERRY R PERKINS
- e. Secretary's Name: JENNIFER JANELLE
- f. Treasurer's Name: SONIA M PERKINS
- g. Name and Address of Resident Agent: VIVIANA FIGUEROA - 10981 PINE LODGE TRAIL - DAVIE, FL 33328

3. If Proposer is an individual or a partnership, answer the following:

- a. Date of Organization: N/A
- b. Name, Address and Ownership Units of all Partners: \_\_\_\_\_  
 \_\_\_\_\_

c. State whether general or limited partnership: \_\_\_\_\_

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

N/A  
\_\_\_\_\_  
\_\_\_\_\_

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute. NO

6. How many years has your organization been in business under its present business name? 13

a. Under what other former name has your organization operated?

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this proposal. Please attach certificate of competency and/or state registration.

FL RESALE CERTIFICATE 74-8017064943-7  
\_\_\_\_\_

8. **Litigation/Judgments/Settlements/Debarments/Suspensions:**  
Submit information on any pending litigation and any judgments and settlements of court cases relative to providing Maintenance of Preserve Areas & Aquatic Vegetation Control Services that have occurred within the last three (3) years. Also indicate if your firm has been debarred or suspended from bidding or proposing on a procurement project by any government during the last five (5) years.

NONE  
\_\_\_\_\_  
\_\_\_\_\_

9. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

NO  
\_\_\_\_\_  
\_\_\_\_\_

10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

ATTACHED PAGE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



10.

<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>_ 11 YEARS IN BUSINESS</li> <li>_ TOP QUALITY PRODUCTS</li> <li>_ QUALIFIED INSTALLERS</li> <li>_ EXCELLENT CUSTOMER SERVICE</li> <li>_ BEST WARRANTY IN MARKET</li> </ul>
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<b>EXPERIENCE</b>	
<b>SONIA M PERKINS</b> PRESIDENT	<ul style="list-style-type: none"> <li>_ 35 YEAR BUSINESS MANAGEMENT</li> <li>_ 11 YEARS PLAYGROUND BUSINESS ADMINISTRATION</li> <li>_ 11 YEARS FINANCIAL ADMINISTRATION</li> </ul>
<b>TERRY R PERKINS</b> VICE-PRESIDENT	<ul style="list-style-type: none"> <li>_ 30 YEARS ON PLAYGROUND BUSINESS</li> <li>_ CPSI – CERIFIED PLAYGROUND SAFETY INSPECTOR</li> <li>_ 11 YEARS PROJECT MANAGEMENT, SALES MANAGER</li> <li>_ 11 YEARS PLAYGROUND AND SHADES CONSULTANT</li> </ul>
<b>ROB WILSON</b> GENERAL MANAGER	<ul style="list-style-type: none"> <li>_ 31 Years Business Management/Growth/Development</li> <li>- 15 Years Specifically in the Playground/Park Industry: Sales and business management, service, project management, installation coordination, site assessment, design.</li> </ul>
<b>VIVIAN FIGUEROA</b> PROJECT CONSULTANT	<ul style="list-style-type: none"> <li>_ 20 YEARS EXPERIENCE ON DESIGN, CONSULTING AND SALES OF PLAYGROUND and SHADES PROJECTS</li> <li>_ 8 YEARS TOP PLAYGROUND DESIGNER FOR TOP LINE RECREATION</li> <li>_ OVER 2K PLAYGROUNDS PROJECTS SOLD IN 2023</li> </ul>



11. State the name of the individual(s) and titles who will personally supervise the work:

VIVIAN FIGUEROA - PROJECT CONSULTANT

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12. State the name and address of the attorney, if any, for the business of the Proposer:

CRAMER, PRICE & DE ARMAS, P.A

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1420 EDGEWATER DR - ST 200 ORLANDO, FL 32804

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13. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business and/or individual:

N/A

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14. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer:

N/A

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15. List the following information concerning all Proposer's contracts in progress as of the date of submission and completed projects over the last five (5) years. (In case of any co-venture, list the information for all co-ventures.) Proposer(s) may limit their listings to the Gulf States (Florida, Alabama, Mississippi, Louisiana and Texas).

<u>Name of Project</u>	<u>Owner</u>	<u>Total Contract Value</u>	<u>Contracted Date of Completion</u>	<u>% of Completion to Date</u>
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LIST ATTACHED

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16. Have you personally inspected the site of the proposed work?

Yes  No  NA

17. Do you have a complete set of documents, including drawings and addenda, if applicable?

Yes  No

18. Did you attend the pre-proposal conference if any such conference was held?

Yes  No  No Conference Held

15.

Top Line Recreation  
 2922 Howland Blvd. #4  
 Deltona, FL 32725  
 www.toplinerec.com

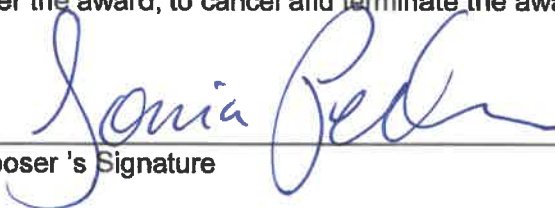


NAME OF PROJECT	OWNER	TOTAL CONTRACT VALUE	CONTRACTED DATE OF COMPLETION	% OF COMPLETION TO DATE
Henry Reeves Park	City of Miami	468,814.00	Dec-23	100%
Stan Goldman Park	City of Hollywood	235,093.46	Apr-24	100%
Henderson park	City of Miami Parks & Rec	435,781.04	Oct-24	20%
Beldefonte Park	City of Miami Parks & Rec	453,717.76	Aug-24	80%
Kirk Park	City of North Port	220,706.73	Mar-23	100%
Dallas White Park	City of North Port	259,998.04	May-24	100%
Veteran's Memorial Park	Pasco County Park & Rec	361,464.00	Aug-24	80%
Delta Woods Park	Hernando County Park & Rec	232,892.35	Dec-23	100%
Crossbridge Church	Crossbridge Church	480,343.09	Dec-23	100%
Tom Hoffman Park	City of Deltona	204,878.41	Sep-24	30%
Coral Ridge at Seabrook	Hoffman Commercial Construction, LLC	377,375.95	Dec-23	100%
SBAC Elementary School	School Board Alachua County	285,021.62	Sep-21	100%
Gonzales Park	Jacksonville Bch Park & Rec	499,923.85	Jul-24	100%

19. Bank References:

Bank	Address/City/State/Zip	Telephone
SEACOAST BANK -	175 TIMACUAN BLVD - LAKE MARY, FL 32746	407-280-8368

The Proposer acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by City in awarding the contract and such information is warranted by Proposer to be true. The discovery of any omission or misstatement that materially affects the Proposer's qualifications to perform under the contract shall cause the City to reject the proposal, and if after the award, to cancel and terminate the award and /or contract.



Proposer's Signature

08-10-2024

Date

**ACKNOWLEDGEMENT  
PROPOSER'S QUALIFICATION STATEMENT**

State of FL

County of VOLUSIA

On this the 12 day of AUGUST, 2024, before me, the undersigned Notary Public of the State of Florida, Personally appeared

SONIA M PERKINS - PRESIDENT And  
*(Name(s) of individual(s) who appeared before notary)*

whose name(s) is/are Subscribed to within the instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal.

NOTARY PUBLIC

SEAL OF OFFICE:



JENNIFER JANELLE  
Commission # HH 379138  
Expires March 27, 2027

Janelle  
NOTARY PUBLIC, STATE OF FLORIDA

Jennifer Janelle  
(Name of Notary Public: Print, Stamp, or Type as Commissioned)

- Personally known to me, or
- Produced identification

\_\_\_\_\_  
(Type of Identification Produced)

- DID take an oath, or
- DID NOT take an oath

**SWORN STATEMENT  
ON PUBLIC ENTITY CRIMES  
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with RFP No. 08-14-24-11 for Recreation Complex Playground Design and Installation. TOP LINE RECREATION INC.
2. This sworn statement is submitted by TOP LINE RECREATION INC (name of entity submitting sworn statement) whose business address is 2922 HOWLAND BLVD - ST 4 DELTONA, FL 32725 and (if applicable) its Federal Employer Identification Number (FEIN) is 45-3009109. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
3. My name is SONIA M PERKINS and my  
(Please print name of individual signing)  
relationship to the entity named above is PRESIDENT.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, includes but is not limited to:
  1. A predecessor or successor of a person convicted of a public entity crime: or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, who are active, or who have been active, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity within the last five (5) years of this sworn statement.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **Please check all statements that are applicable.**
- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)
- There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)
- The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
9. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **Please check if statement is applicable.**
- The person or affiliate has not been placed on the convicted vendor list.  
**(If the box is not checked, please describe any action taken by or pending with the Department of General Services.)**
10. The herein sworn statement shall be subject to and incorporate all the terms and conditions contained in Section 287.133 of the Florida Statutes.
11. Conviction of a public entity crime shall be cause for disqualification.

SONIA M PERKINS PRESIDENT

Proposer's Name

Signature *Sonia Perkins*

Date: 08-10-2024

State of: FL

County of: Volusia

The foregoing instrument was acknowledged before me this 12 day of Aug, 2024, by Sonia Perkins, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

*Jennifer Janelle*

Notary Public Signature

*Jennifer Janelle*

Notary Name, Printed, Typed or Stamped



JENNIFER JANELLE  
Commission # HH 379138  
Expires March 27, 2027

Commission Number: HH 379138

My Commission Expires: 3/27/27

**Affidavit of Compliance with Foreign Countries of Concern  
Pursuant to Section 287.138, Florida Statutes (2023)**

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes.)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes.)
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes.)
4. The undersigned is authorized to execute this affidavit on behalf of Entity.
5. The undersigned further sayeth naught.

Date: AUG 10, 2024.

Signed: *Sonia Perkins*

Entity: TOP LINE RECREATION INC

Name: SONIA M PERKINS

Title: PRESIDENT

STATE OF FL  
COUNTY OF Volusia

Sworn to (or affirmed) and subscribed before me, by means of  physical presence or  online notarization, this 12 day of Aug, 2024, by Sonia Perkins, as President for Top Line Recreation, who is personally known to me or who has produced \_\_\_\_\_ as identification.

Notary Public Signature: *Janelle*

State of FL at Large (Seal)

Print Name: Jennifer Janelle

My commission expires: 3/27/27



JENNIFER JANELLE  
Commission # HH 379138  
Expires March 27, 2027