

## MEMORANDUM

---

Purchasing #21-013  
January 27, 2022

To: Gregory P. Harrison, City Manager

Through: Carla R. Byrd, General Services Director

From: Tammy Thompkins, Purchasing Agent

Subject: Approval to Piggyback St. Johns County School District Contract #2018-04 for Playground Equipment Surfacing, Shade Structure and Installation

---

### Contract Need/Background

The Public Works Department requests approval for the furnishing and installation of playground equipment at Coleman Park, from Top Line Recreation, Inc. St. Johns County School District issued solicitation #2018-04 and awarded contracts to multiple vendors on July 1, 2018. The contract by and between Top Line Recreation, Inc. is valid through June 30, 2022.

Attached you will find copies of a memorandum from the Public Works Department, St. Johns County School District's award letter, St. Johns County School District's solicitation documents and quotation from Top Line Recreation, Inc.

### Funding

The \$87,283.23 for the Coleman Park playground equipment installation will be funded from CIP 02-821/City Park Amenities, in Capital Projects account #302-7199-572.65-12.

### Award Recommendation

After review of the St. Johns County School District's solicitation documents, it is recommended that a purchase order be issued to Top Line Recreation, Inc., for the Coleman Park playground equipment installation, per price discounts specified in the St. Johns County School District's Contract #2018-04.

enclosures

cc: file