

## SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM DIVISION AND POLICY NUMBER PURCHASING Approval Date 1/1/2018 Revision Date 9/16/2022

COMMODITY OR SERVICE		
VENDOR		
AMOUNT OF PURCHASE \$		
REQUESTORS NAME		
DEPARTMENT		
DEPARTMENT DIRECTOR's Approval		
FINANCE DEPARTMENT's Approval		
TOWN MANAGER's (or Designee) Approval		
TOWN COUNCIL's Approval, when necessary		

	PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1.	Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock.	
2.	The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock.	
3.	Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	
4.	Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function.	

## Per Municipal Code 3.02.060:

Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over five thousand dollars (\$5,000.00) and up to seventy-five thousand dollars (\$75,000.00) require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over seventy-five thousand dollars (\$75,000.00) require formal written sealed bids unless waived by the Town Manager for purchases up to and including two hundred fifty thousand dollars (\$250,000.00) or by Town Council for purchases over two hundred fifty thousand dollars (\$250,000.00) on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**