

	SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM	Approval Date 1/1/2018
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date N/A

COMMODITY OR SERVICE Raw Water Pipeline Installation

VENDOR Global Underground

AMOUNT OF PURCHASE \$ Eng. Est. \$630,000

REQUESTORS NAME Matthew Hayes

DEPARTMENT CR Water

DEPARTMENT DIRECTOR's Approval Mark Marlowe

Digitally signed by Mark Marlowe
 DN: cn=Mark Marlowe, o=Castle Rock Water,
 email=mmarlowe@crgov.com, c=US
 Date: 2019.10.07 09:40:03 -06'00'

FINANCE DEPARTMENT's Approval Christie Guthrie

Digitally signed by Christie Guthrie
 DN: cn=Christie Guthrie, o=Town of Castle Rock, ou=Finance
 Department, email=cguthrie@crgov.com, c=US
 Date: 2019.10.07 13:29:40 -06'00'

TOWN MANAGER's (or Designee) Approval *Dglin* 10/7/2019

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.	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>
3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	<input type="checkbox"/>
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.	<input type="checkbox"/>

Per Municipal Code 3.02.060:

Purchases over \$1,000 and up to \$5,000 require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidder.

Purchases over \$5,000 and up to \$75,000 require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over \$75,000 require formal written sealed bids unless waived by the Town Council on the basis of sole source, emergency or unresponsive bidders.

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

The Heckendorf Raw Waterline Project will replace a section of the existing raw water transmission main that is exposed in East Plum Creek. Due to recent erosion and migrating channel, the existing raw waterline that was constructed in the mid-nineties has been exposed. This leave the pipe vulnerable to damage in another flood. This transmission main carries supplies from the Heckendorf Alluvial Wells and the newly constructed Lanterns Wells. These wells produce approximately 1.8 MGD of the Town's 20 MGD water supply. These wells are critical to meet the Town's summer water demands. The new design shifts the transmission main's alignment to the east to avoid crossing East Plum Creek. The new pipeline will also be 25 to 30 feet below grade. The new transmission main will be installed by horizontal directional drilling. This will allow the new pipe to be installed along the creek within the habitat conservation zone with minimal disturbance. Global Underground is the only local construction contractor that has the experience to install the Horizontal Directionally Drilled (HDD) pipeline. Global is the only HDD contractor in Colorado that is certified to fuse PVC pipe. They are also the only HDD contractor that has the equipment capable of pulling the 12-inch, 1700-foot long PVC pipe for this project.