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

COMMODITY OR SERVICE Recreation Center Water Slide Tower Removal and Replacement

VENDOR Saunders Construction, Inc.

AMOUNT OF PURCHASE \$ 2,486,544

REQUESTORS NAME Brian Peterson, Manager of Park Planning and Construction DocuSigned by: Brian Peterson 79A049E357204A8...

DEPARTMENT Parks and Recreation

DEPARTMENT DIRECTOR's Approval DocuSigned by: Jeff Brauer C2023CB0DAFF460...

FINANCE DEPARTMENT's Approval DocuSigned by: Michelle Schrote C941E8583DFF466...

TOWN MANAGER's (or Designee) Approval DocuSigned by: David L. Corliss 1BB5457CFF75414...

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. | <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 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.**

Facilities and Parks and Recreation staff engaged JVA structural engineering in March 2022 concerning the deteriorating condition of the slide tower stairs. JVA recommended that the stairs be closed for safety and contacted three general contractors for repairs. All three contractors declined to provide estimates, and it was determined that a full replacement of the stairs would be required.

Town staff then contracted the original building architect (Ohlson Lavoie Corporation) and general contractor (Saunders Construction) to provide a solution for rebuilding the stairs. An option of removing the slides altogether was not considered because the cost to do so would be roughly equivalent to replacement without the potential for future cost recovery.

OLC completed design drawings in June 2023, and Saunders provided pricing to complete the project. Approval of a construction contract on the basis of Sole Source is now requested to bring the facility back online as soon as possible. Saunders offers a service unique in nature for the complexity of construction. In addition, Saunders was the general contractor that built the original addition and has the extensive background necessary to restore this facility.