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|  | <b>SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM</b> | <b>Approval Date</b><br>1/1/2018  |
|   | <b>DIVISION AND POLICY NUMBER</b><br><b>PURCHASING</b>      | <b>Revision Date</b><br>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** \_\_\_\_\_

| <b>PURCHASING POLICY EXCEPTION ITEM</b>   | <b>CHECK ONE</b>         |
|---|--------------------------|
| 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 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.**