

RESOLUTION NO. 2025-015

**A RESOLUTION WAIVING THE FORMAL WRITTEN BIDDING
REQUIREMENT ON THE BASIS OF SOLE SOURCE AND APPROVING
AN AGREEMENT WITH KONICA MINOLTA BUSINESS SOLUTIONS
USA, INC. FOR COPIER LEASE AND MAINTENANCE SERVICES FOR
THE TOWN OF CASTLE ROCK**

WHEREAS, the Town of Castle Rock, Colorado (the “Town”) has identified a contractor to provide copier lease and maintenance services for the Town’s printing needs (the “Project”); and

WHEREAS, the Town has determined Konica Minolta Business Solutions U.S.A., Inc. (the “Contractor”) is best suited to complete the Project as the work will allow for standardization with existing Town equipment; and

WHEREAS, under the Town Procurement Code, the requirement for formal written sealed bids may be waived where only one known source exists, only one single supplier can fulfill the requirements, the service is of a unique nature, the service allows for standardization with existing equipment, or the Town currently has a contract in place with a contractor for similar work (“sole source”); and

WHEREAS, according to Section 3.02.060.A.4 of the Town Procurement Code, Town Council has the authority to waive the requirement for formal written sealed bids on the basis of sole source for the procurement of work or services in excess of \$250,000; and

WHEREAS, Town Staff recommends Town Council waive the formal written sealed bid requirement on the basis of sole source for the Project in the amount of \$480,690.72; and

WHEREAS, should Town Council approve the sole source with Contractor, the Town and the Contractor have agreed to the terms and conditions by which the Contractor will provide work for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. Sole Source Approval. The sole source justification form is hereby approved in the form presented at tonight’s meeting, with such technical changes, additions, modifications, or deletions as the Town Manager may approve upon consultation with the Town Attorney.

Section 2. Agreement Approval. The Agreement between the Town and Contractor is hereby approved in the form presented at tonight’s meeting, with such technical changes, additions, modifications, deletions, or amendments as the Town Manager may approve upon consultation with the Town Attorney. The Mayor and other proper Town officials are hereby

authorized to execute the Agreement and any technical amendments thereto by and on behalf of the Town.

Section 3. Encumbrance and Authorization for Payment. In order to meet the Town's financial obligations under the Agreement, the Town Council authorizes the expenditure and payment in an amount not to exceed \$480,690.72, unless authorized in writing by the Town.

PASSED, APPROVED AND ADOPTED this 18th day of February, 2025, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading, by a vote of ____ for and ____ against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jason Gray, Mayor

Approved as to form:

Approved as to content:

Michael J. Hyman, Town Attorney

Kristin Read, Assistant Town Manager