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

**COMMODITY OR SERVICE** Konica Minolta Copier Agreement

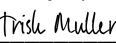
**VENDOR** Konica Minolta

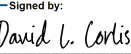
**AMOUNT OF PURCHASE \$** \$481,000.00 Over 4 years

**REQUESTORS NAME** Andy Novak

**DEPARTMENT** DoIT

**DEPARTMENT DIRECTOR's Approval**  1/23/2025 | 11:49 AM MST

**FINANCE DEPARTMENT's Approval**  1/23/2025 | 11:50 AM MST

**TOWN MANAGER's (or Designee) Approval**  1/23/2025 | 4:03 PM MST

**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 checked="" 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.**

The Town has been in an equipment and services agreement with Konica Minolta since 2017 to provide Town-wide copiers, supplies, and support. The most recent agreement is due for renewal. Under the current terms, the agreement will automatically transition to a month-to-month arrangement in March 2025.

By renewing the lease for an additional 48 months, extending through March 2029, the Town will keep costs on par and will avoid a 10% price increase over the next 12 months. Furthermore, this renewal will provide the Town with new copiers, an updated billing system, staff training, and a standardized level of vendor support and supplies for copiers and printers across all departments.

Over the past eight years, staff has been highly satisfied with Konica Minolta copiers and printers. To meet ongoing needs, they recommend a new 4-year term with costs comparable to the previous agreement, leveraging the University of Colorado Master Premier Rental Agreement to ensure the best pricing. Council approval for this state contract will be sought at a future meeting.