

	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 _____

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 _____

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.	☐
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.	☐
3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	☐
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.	☐

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.**



Attachment to Sole Source Justification Form

Service: Construction of the RWRWTC and BMR LAS Conversion Project

CRW staff have determined the RWRWTC LAS Conversion project is an emergency project to complete as efficiently as possible during the 2025/2026 low demand season to minimize fees associated with not being able to receive WISE water when RWRWTC must be taken offline – whether for expected routine maintenance, planned construction projects, or unexpected/emergency repairs. It is preferred that as much of the construction work be completed in the month of November 2025 as possible because that is when WISE flows are not going to be provided to CRW. This project will also include some SCADA improvements scope that was originally going to be completed as part of the CADA Phase V project at RWRWTC. The LAS Conversion cannot be completed without completing some upgrades to the SCADA system, instrumentation, and programming that was originally going to be completed in the SCADA Phase V project. Including a portion of the SCADA work within the LAS Conversion project will help to prevent rework and additional costs. Given the emergency status of this project, and complexity of coordinating this project with other concurrent projects occurring at RWRWTC, it is recommended that the project be sole-sourced to Garney. Garney is a contractor that is familiar with CRW's facilities and standards, has consistently completed high quality work on schedule, has crews available to complete the work in the necessary time frame, and is able to work with CRW staff to prioritize procurement of long-lead equipment and develop a construction schedule that minimizes impacts to CRW's operations. Garney has previously been selected through competitive bidding processes and is currently working on the Plum Creek Water Purification Facility (PCWPF) Expansion Project.

The project will be completed in two work packages. The first work package is being established to allow for procurement of long lead equipment that is necessary for the project. Long lead equipment includes the chlorine analyzers, programmable logic controller (PLC) panel, variable frequency drives (VFDs) for chemical feed pumps, and chemical storage tanks. It is necessary to purchase this equipment as early as possible to complete the work in the necessary schedule. A second work package will be proposed to Town Council for approval after the overall project pricing is known.