

	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.	<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.**



ALL PURCHASE ORDERS, CONTRACTS, AND
CHECKS TO BE MADE OUT TO:
LANDSCAPE STRUCTURES, INC.
601 7TH STREET SOUTH
DELANO, MN 55328 U.S.A.
763-972-3391 800-328-0035
Fax: 763-972-3185

PROPOSAL



Sourcewell Contract #
010521-LSI

Customer Information

CONTACT: Brian Peterson
PHONE: Direct: 303.814.7452 | Main: 303.814.7444
EMAIL: BPeterson@crgov.com
SHIP TO: Plum Creek North
Castle Rock, CO
BILL TO: Town of Castle Rock
1375 W. Plum Creek Pkwy
Castle Rock, CO 80109

Castle Rock, CO

F.O.B.

FREIGHT ☒ Prepaid ☐ Collect

Net 30 days upon credit approv., deposit may be required

TERMS (Subject To Credit Approval By LSI)

Apx. 30+ Weeks A.R.O

SHIPPING TIME

Pricing Good for 60 days from Date of Proposal

We are pleased to submit this proposal to supply the following items:

QTY	ITEM NO.	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
		1160240-01-03				
1	CP026099+	PlayBooster Custom Play Structure for Ages 5-12	9857	\$175,300.00	9,857	\$ 175,300.00
1	CP000336+	PlayBooster Custom Play Structure for Ages 2-5	7942	\$85,925.00	7,942	\$ 85,925.00
1	173592A	Oodle Swing	395	\$6,680.00	395	\$ 6,680.00
1	CP006331	Oodle Frame w/ Friendship Swing	419	\$8,400.00	419	\$ 8,400.00
1	CP027501	2-Seat We-Go-Round w/ Custom Striped Panels	2380	\$63,235.00	2,380	\$ 63,235.00
1	164075B	Double Bobble Rider	131	\$2,520.00	131	\$ 2,520.00
1	228212A	Rhapsody Ditty Metallophone	127	\$3,875.00	127	\$ 3,875.00
1	228215A	Rhapsody Goblet Junior Drum	55	\$1,715.00	55	\$ 1,715.00
1	228213A	Rhapsody Jingle Metallophone	131	\$3,975.00	131	\$ 3,975.00
1	228217A	Rhapsody Kettle Junior Drum	62	\$1,715.00	62	\$ 1,715.00
1	228218A	Rhapsody Kundu Junior Drum	52	\$1,715.00	52	\$ 1,715.00
1	228214A	Rhapsody Warble Chimes	229	\$5,710.00	229	\$ 5,710.00

Standard Terms and Conditions for Installation Apply

SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE
ORDER ONLY UPON APPROVAL BY LANDSCAPE STRUCTURES, INC. CUSTOMER
RECEIPT OF AN ORDER ACKNOWLEDGEMENT CONSTITUTES SUCH APPROVAL.

Total Weight	21,780
SUBTOTAL MATERIAL	\$ 360,765.00
SOURCEWELL DISCOUNT	\$ (28,861.20)
ADMIN FEE	\$ 6,638.08
INSTALLATION	Not Included
FREIGHT	\$ 13,800.00
SALES TAX	Exempt
TOTAL	\$ 352,341.88

ACCEPTED BY CUSTOMER _____ DATE _____
PRINT NAME
Evan Baer 5/8/2023
PROPOSED BY LSI REPRESENTATIVE _____ DATE _____
Evan Baer
PRINT NAME

Taxable: Freight _____ Installation _____