

	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 PCWPF Granulated Activated Carbon (GAC) Filter Media Replacement

VENDOR Calgon Carbon

AMOUNT OF PURCHASE \$ \$613,164

REQUESTORS NAME David Montgomery

DEPARTMENT Castle Rock Water

DEPARTMENT DIRECTOR's Approval *Mark Marlowe*

FINANCE DEPARTMENT's Approval *Pete Mengers for Trish Muller*

TOWN MANAGER's (or Designee) Approval *David L. Carliss*

TOWN COUNCIL's Approval, when necessary *Jason E. Gray, Mayor*

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 checked="" 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.**

Calgon Carbon is the manufacturer of the eight GAC filter vessels in service at Plum Creek Water Purification Facility (PCWPF), and are the preferred GAC supplier.

CRW is participating in Calgon Carbon's Custom Municipal Reactivated (CMR) program, which revitalizes the spent media for reuse. The process requires the removal of the spent media from the first two GAC vessels, which is then replaced with new or virgin F300 GAC media. The spent media from the first two vessels are then transported to Arizona for regeneration. The product is regenerated by baking the media, without oxygen, to temperatures above 1,700 degrees Fahrenheit. At that point, a portion, equaling 20% of virgin GAC, is added to the regenerated batch, to complete the lot. The regenerated CMR media is then transported back to Castle Rock. The CMR turnaround is expected to take five weeks per cycle to remove, regenerate, and reinstall the media. The final CMR load is considered a swing load that Calgon Carbon will store at their facility in Arizona for use in 2025, when the GAC vessel's media replacement cycle begins again.