

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

**COMMODITY OR SERVICE** PCWPF Filter 3 Aria Filtra Membrane Module Replacements

**VENDOR** Trojan Technologies Corp

**AMOUNT OF PURCHASE \$** \$376,409

**REQUESTORS NAME** Grant Garvin

**DEPARTMENT** Castle Rock Water

**DEPARTMENT DIRECTOR's Approval** Signed by:  
Mark Marlowe  
FEA6D2E651B231D

**FINANCE DEPARTMENT's Approval** DocuSigned by:  
Trish Muller  
47B109A71C08408...

**TOWN MANAGER's (or Designee) Approval** Signed by:  
David L. Cortiss  
1BB5457CFF75414...

**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 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.**

Castle Rock Water uses the Aria Filtra Microfiltration System at Plum Creek Water Purification Facility (PCWPF). Trojan Technologies, Corp. is the sole manufacturer for the system. This purchase is to replace spent filter modules for Rack #3 with exact replacements.

The Aira Filtra membranes at PCWPF have been in continuous operation since 2013 and are nearing the end of their operational lifespans. PCWPF operates four module racks and all will need to be replaced over the next several years. Staff are requesting to replace all of the modules in Filter Rack 3 in 2025. The membranes have an operating lifespan of 10-15 years and over time, have lost filter performance due to age and irreversible fouling. Due to supply chain issues, these will need to be ordered now to conduct the replacement after demand season in 2025.