

	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 (2) 2026 Type 1 4x4 Ambulances

VENDOR Peak Motor Coach

AMOUNT OF PURCHASE \$ 654,810

REQUESTORS NAME Norris Croom

DEPARTMENT Fire & Rescue

DEPARTMENT DIRECTOR's Approval Signed by: Norris W. Croom III 4/28/2025 | 2:57 PM MDT
62086760740406

FINANCE DEPARTMENT's Approval DocuSigned by: Trish Muller 4/28/2025 | 7:20 PM MDT
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TOWN MANAGER's (or Designee) Approval Signed by: David L. Corliss 4/29/2025 | 8:54 AM MDT
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.	X <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 department is requesting sole source approval for the purchase of two (2) 2026 Type 1 4x4 Osage ambulances. These units will be purchased from the dealer/vendor Peak Motor Coach.

In 2019, the department made a change from wheeled Coach to Osage based on:

1. Difficulty with wheeled Coach customer service, repairs, and parts after they were acquired by the REV Group.
2. Comparing specifications and pricing, Osage Ambulance was \$5,000 less than wheeled Coach at that time, which warranted the change.
3. Since 2019, the department has purchased four (4) Osage ambulances based on sole source.

This request meets exemption #2 in that these units are of a unique nature or, more specifically, allows for standardization with existing equipment and will provide exceptional value to the Town and Department. This also aligns with the Council's established strategic priority of ensuring outstanding public safety.

Funding for these units has been approved in the 2025 Fleet Replacement Fund as well as Fire Capital fund for the new unit.