

	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 Pump Station Renovation Project for Red Hawk Ridge Golf Course

VENDOR Watertronics LLC

AMOUNT OF PURCHASE \$ 429,709 + 10% Town Managed Contingency \$42,970 = \$472,679

REQUESTORS NAME Jon Holland, Golf Maintenance Superintendent

DEPARTMENT Parks and Recreation 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 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.**

The pump station renovation is a priority in Red Hawk's 5-year capital plan, essential for maintaining course quality, improving water efficiency, and supporting sustainability goals. Staff recommends sole sourcing Watertronics due to its proven performance, seamless integration with existing systems, and market leadership. Watertronics is the recognized standard for golf course pump stations in Colorado, with installations at premier facilities including Castle Pines, Flatirons, and Broken Tee. Their systems are factory-tested, engineered for longevity, and compatible with central irrigation controls. The proposed upgrade includes advanced remote management, energy-efficient components, and ongoing support through their national Pump Service Network. With over 14,000 installations worldwide, Watertronics brings unmatched experience and reliability. Choosing Watertronics ensures a high-performance, low-maintenance solution that will reduce lifecycle costs, minimize downtime, and reinforce Red Hawk Ridge's reputation for excellence.