

	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 Motorola Radios and Accessories

VENDOR Motorola Solutions Inc.

AMOUNT OF PURCHASE \$ \$1,499,929.17

REQUESTORS NAME James Gile

DEPARTMENT Fire & Rescue

DEPARTMENT DIRECTOR's Approval DocuSigned by: Morris W. Croom III 6/25/2024 | 1:34 PM MDT

FINANCE DEPARTMENT's Approval DocuSigned by: Trish Muller 6/27/2024 | 2:36 PM MDT

TOWN MANAGER's (or Designee) Approval DocuSigned by: David L. Corliss 6/27/2024 | 3:12 PM MDT

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 checked="checked" 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.**

Sole source justifications for this Motorola radio purchase as quoted are as follows. The quoted pricing in Quote #2632029 is based on NASPO purchase contract 19860-NASPO 00318 as noted.

This meets the above requirement Purchase Policy Exemption Item #1. In addition, Point #2 is also applicable, the product is of unique nature and allows for standardization of equipment.