

	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 New 2024 Type I 4x4 Osage Ambulance

VENDOR Peak Motor Coach, Dealer for Osage Ambulance

AMOUNT OF PURCHASE \$ 275,911.00

REQUESTORS NAME James Gile, Division Chief

DEPARTMENT Fire and Rescue

DEPARTMENT DIRECTOR's Approval Norris W. Croom III

FINANCE DEPARTMENT's Approval Trish Muller

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

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 Fire and Rescue Department is requesting Sole Source for the purchase of the above 2024 Type I, 4x4, Osage Ambulance. This unit is purchased through the dealer/vendor Peak Motor Coach. In 2019 the Fire Department made a change from Wheeled Coach Ambulances to Osage based on (1) Difficulty with Wheeled Coach customer service, repairs and parts after they were acquired by REV Group.

(2) Comparing specifications and pricing.

At that time Osage Ambulance was \$5,000 less than Wheeled Coach based on our written specification. Since this time the Fire Department has purchased 3 Osage Ambulances, based on Sole Source.

This unit meets exemption #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. It also aligns with Council established Strategic Priorities of ensuring outstanding public safety, it will assist us in maintaining our level of service, and there are no other alternatives based on our established specification and operations.

Purchase of this unit is planned and paid for through the approved Fleet Replacement Fund budget for 2024.



March 06, 2023

Castle Rock Fire Department
4175 N. Castleton Court
Castle Rock, CO 80104

Re: Proposal for a 2024 Type I Ram 4x4/Osage Ambulance

Dear John Arney;

Thank you very much for the opportunity to provide you with a proposal for a new Ambulance.

Peak Motor Coach's price for one new 2024 Osage/Ram 5500 4x4 Type I Ambulance built to the attached specifications will be \$272,961.00 FOB Linn Missouri.

***** To Change Chassis to a Ford F550 4x4 Diesel Chassis add \$2,000.00**

***** Add new Squad Bench Cabinet \$950.00**

New total with both options \$275,911.00

If you have any questions please give me a call at 303-295-0111.

Thank You Very Much,

A handwritten signature in black ink, appearing to read "Brian Lesher".

Brian Lesher, Manager