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

**COMMODITY OR SERVICE** Santa Fe Quarry Trail Construction

**VENDOR** Timberline TrailCraft

**AMOUNT OF PURCHASE \$** 141,841+ 10% contingency (\$14,184) = \$156,025

**REQUESTORS NAME** Rich Havel, Trails Planner

**DEPARTMENT** Parks and Recreation Department

**DEPARTMENT DIRECTOR's Approval** DocuSigned by: Mike Kilman

**FINANCE DEPARTMENT's Approval** DocuSigned by: Trish Muller

**TOWN MANAGER's (or Designee) Approval** Signed by: 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 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 checked="" type="checkbox"/>

**Per Municipal Code 3.02.060:**

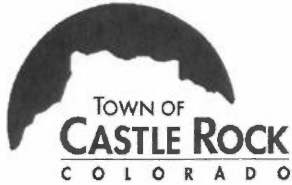
*Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.*

*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.**

Timberline TrailCraft, LLC is currently under contract with the Town of Castle Rock through an existing on-call services agreement for soft surface trail maintenance and construction, originally dated October 9, 2023, and amended through the First Amendment to that agreement. Their familiarity with the Town's trail standards, construction practices, and environmental considerations ensures continuity and compatibility that are critical to the success of the Santa Fe Quarry Trail project. Utilizing Timberline TrailCraft allows the Town to maintain consistency across its trail network, leverage established workflows, and efficiently deliver a high-quality trail experience aligned with community expectations and departmental goals. Because the Santa Fe Quarry Trail is a defined, stand-alone project rather than on-call work, the Town is seeking a separate agreement to support a more streamlined workflow and project-specific financial tracking.



**Date:** July 23, 2025

**From:** Jeff Brauer, Director of Parks and Recreation

**Re:** **Contract Signing Authority**

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I will be out of the office July 24-25.

In my absence, Mike Kilman, Recreation Manager will be Acting Director and will have authority to sign on my behalf.

  
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Jeff Brauer, Director of Parks and Recreation