

	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 Golf Equipment for Red Hawk Ridge Golf Course

VENDOR LLJMWT, LLC d/b/a L.L. Johnson Distributing Company, Inc.

AMOUNT OF PURCHASE \$ 999,662.83

REQUESTORS NAME Jeff Brauer, Director of Parks and Recreation

DEPARTMENT Parks and Recreation

DEPARTMENT DIRECTOR'S Approval DocuSigned by: Jeff Brauer C2023CB0DAFF460

FINANCE DEPARTMENT'S Approval Signed by: Trish Muller 47B109A71C08406

TOWN MANAGER'S (or Designee) Approval Signed by: David L. Cortiss 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 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.**

The Town intends to purchase golf course maintenance equipment from L.L. Johnson Distributing Company, the authorized regional distributor for Toro equipment, utilizing Sourcewell Cooperative Purchasing Contract #112624-TTC pricing. The attached proposal reflects competitively solicited Sourcewell contract pricing, including applicable service fees for delivery, setup, and freight.

Use of Sourcewell satisfies the Town's competitive procurement requirements while reducing administrative time and ensuring nationally bid, volume-discounted pricing. This approach is consistent with prior Council-approved equipment purchases utilizing cooperative procurement methods.

L.L. Johnson provides local sales, service, and parts support, ensuring operational continuity. Standardizing Toro equipment across operations improves efficiency, reduces maintenance complexity, and lowers lifecycle costs.