

	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 LifePak 35 Cardiac Monitors

VENDOR Stryker

AMOUNT OF PURCHASE \$ 723,696.16

REQUESTORS NAME Norris Croom

DEPARTMENT Fire & Rescue

DEPARTMENT DIRECTOR's Approval DocuSigned by: Morris W. Croom III 7/22/2024 | 1:30 PM MDT

FINANCE DEPARTMENT's Approval DocuSigned by: Trish Muller 7/22/2024 | 4:44 PM MDT

TOWN MANAGER's (or Designee) Approval DocuSigned by: David L. Corliss 7/23/2024 | 9:13 AM 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 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.	x <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.**

Replacement of all existing LifePak cardiac monitors that are reaching their end-of-life cycle of ten years. Replacing all of our equipment at once would allow for a more efficient deployment and streamlined training among our personnel and would help minimize equipment issues because the Department would not need to maintain multiple systems.

This replacement has been budgeted in the General Long-Term Planning (GLTP) fund, and funds are currently available to complete this purchase at a cost of \$723,696.16. The resolution is scheduled to go before Council for approval on August 20, 2024.