

	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 Water meters, radios, meter parts and associated supplies

VENDOR Core & Main LP

AMOUNT OF PURCHASE \$ 3,562,480

REQUESTORS NAME Nichol Bussey

DEPARTMENT Castle Rock Water

DEPARTMENT DIRECTOR's Approval Signed by: *Mark Marlowe*
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FINANCE DEPARTMENT's Approval DocuSigned by: *Trish Muller*
47B109A71C08406...

TOWN MANAGER's (or Designee) Approval Signed by: *David L. Cordiss*
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 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.**

Core & Main is the exclusive local distributor for Sensus meters and related equipment. Sensus has been the standard metering platform in Castle Rock for over 20 years, and currently, 100% of the Town ' s metering infrastructure is comprised of Sensus products.

Additionally, Castle Rock Water is actively transitioning to a Sensus-based Advanced Metering Infrastructure (AMI) system, which requires compatible Sensus meters and radios for seamless integration and functionality.

Core & Main became our official distributor for Sensus products following their acquisition of Dana Kepner—our long-standing supplier—in February 2025, ensuring continuity in equipment standards, system compatibility, and local support.