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

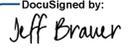
COMMODITY OR SERVICE Bison Park Synthetic Turf Replacement Project

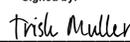
VENDOR Academy Sports Turf Inc.

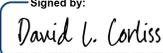
AMOUNT OF PURCHASE \$ 523,900, plus a Town-managed contingency of \$52,390

REQUESTORS NAME Bob Maloney, Manager of Park Operations and Maintenance

DEPARTMENT Parks and Recreation Department

DEPARTMENT DIRECTOR's Approval
DocuSigned by:

C2023CB0DAFF800...

FINANCE DEPARTMENT's Approval
Signed by:

47B109A71C084D6...

TOWN MANAGER's (or Designee) Approval
Signed by:

1BBS857CFF7541N...

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.**

Academy Sports Turf LLC is proposed as the sole source provider for this project because they are a certified installer of GreenFields synthetic turf systems and have extensive experience delivering high-quality turf installations, with more than 400 projects completed nationwide. Using Academy through the existing TIPS cooperative purchasing agreement allows the Town to move forward efficiently with a qualified, manufacturer-approved installer while leveraging competitively awarded pricing. This approach ensures a consistent, industry-standard installation and provides overall value to the Town through consistency in installation and warranty compliance.