

	SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM	Approval Date 1/1/2018
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date N/A

COMMODITY OR SERVICE Raw Water Pipeline Installation

VENDOR Global Underground

AMOUNT OF PURCHASE \$ Eng. Est. \$354,000

REQUESTORS NAME Matthew Hayes

DEPARTMENT CR Water

DEPARTMENT DIRECTOR's Approval Mark Marlowe Digitally signed by Mark Marlowe
Date: 2018.11.30 14:42:58 -07'00'

FINANCE DEPARTMENT's Approval Christie Guthrie
2018.11.30 16:34:49 -07'00'

TOWN MANAGER's (or Designee) Approval _____

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 \$1,000 and up to \$5,000 require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidder.

Purchases over \$5,000 and up to \$75,000 require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over \$75,000 require formal written sealed bids unless waived by the Town Council on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification in addition to the one bid/quote to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

This is the only local contractor that has the ability and experience to install a horizontal directionally drilled pipe within a steel casing. The carrier pipe is required to be installed within a steel casing per the Union Pacific Railroad pipeline installation regulations.

Based on the Water Resources Supply Demand Model, the high population growth trend, the last two summer water demand seasons, and aging well infrastructure, additional water supply is needed to keep pace with increased water demands and firm supplies. The new well infrastructure will help firm and increase current supplies. Castle Rock Water recently contracted with Hydro Resources for the new Lanterns Wells drilling project. Time is of the essence on this project; not only do the three new wells need to be drilled, but well facility and raw water line construction need to be completed before the 2019 demand season begins.

Global Underground is the only local construction contractor that has the experience to install the Horizontal Directionally Drilled (HDD) portion of the Lanterns Well Facility raw waterline. The pipeline is designed with a HDD pipe under the Union Pacific Railroad and East Plum Creek. The railroad requires that pipe installed under their track be