

CITY OF GRAND JUNCTION
SOLE SOURCE JUSTIFICATION FORM

Date: 2/27/25 Requested By: Kurt Carson
 Department: Utilities Division: Wastewater
 Vendor Name: Willow Creek Companies Net Cost Delivered: \$ 15,177.00

Provide G/L Account where funds are budgeted: _____
 Project code, if applicable: _____

SOLE SOURCE JUSTIFICATION
(INITIAL ALL ENTRIES THAT APPLY)

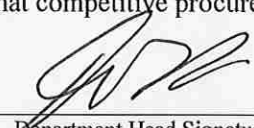
Material/Service Description: Biogas Valve Replacement Project

1. _____ - Uniqueness: Is unique and unavailable from any other source due to proprietary rights, patents, copyrights, secret processes, or monopoly control;
2. _____ - Compatibility: There is a need for compatibility with existing equipment, technologies, or processes, and only a specific product or service can satisfy that need;
3. _____ - Urgency: Delay would lead to serious injury, death, or significant financial loss;
4. X - Expertise: The vendor has unique experience, expertise, or capabilities unavailable elsewhere;
5. _____ - Standardization: There is a need to standardize specific equipment or supplies to reduce training, inventory, or maintenance costs, and only one vendor can meet this need;
6. _____ - Written demonstration and justification is available which reasonably and practicably establishes that the selection of a sole source vendor is in the best interest of the City.

Attach Justification Memo and Pricing Documentation, then proceed with signatures below.
After Dept Head approval, forward to Purchasing.

Department Director Approval:

I recommend that competitive procurement be waived and that the service or material described herein be purchased as a sole source.

Signed: , 2/28/25
 Department Head Signature Date

Purchasing Approval:

Based on the above and attached documents, I have determined this to be a sole source with no other vendor practicably available.

Signed: , 3/3/2025
 Purchasing Manager Signature Date

Final Authorization

City Manager Approval Required (\$25K to \$50K) yes / no

Signed: _____, _____
 City Manager Signature Date

City Council Approval Required (over \$50K) yes / no



RE: !! Biogas Valve SOLE SOURCE --> Willow Creek

From Randi Kim <randik@gjcity.org>
 Date Fri 2/28/2025 2:23 PM
 To Kurt Carson <kurtc@gjcity.org>; Duane Hoff Jr. <duaneh@gjcity.org>

Thank you!

Randi M. Kim, P.E.
 Utilities Director
 City of Grand Junction
 910 Main Street
 Grand Junction, CO 81501
 O: 970-244-1429
 M: 970-852-8195
gjcity.org | [EngageGJ](https://engagegj.com)



From: Kurt Carson <kurtc@gjcity.org>
 Sent: Friday, February 28, 2025 2:20 PM
 To: Randi Kim <randik@gjcity.org>; Duane Hoff Jr. <duaneh@gjcity.org>
 Subject: RE: !! Biogas Valve SOLE SOURCE --> Willow Creek

Thank you. I forgot to attach the sole source memo to the original email.

From: Randi Kim <randik@gjcity.org>
 Sent: Friday, February 28, 2025 1:49 PM
 To: Kurt Carson <kurtc@gjcity.org>; Duane Hoff Jr. <duaneh@gjcity.org>
 Subject: RE: !! Biogas Valve SOLE SOURCE --> Willow Creek

Kurt,

Here is the signed form. You are supposed to attach a justification memo but I'll accept your email as the justification memo since you provided an explanation.

Thanks,

Randi

Randi M. Kim, P.E.
 Utilities Director
 City of Grand Junction
 910 Main Street
 Grand Junction, CO 81501
 O: 970-244-1429
 M: 970-852-8195
gjcity.org | [EngageGJ](https://engagegj.com)



From: Kurt Carson <kurtc@gjcity.org>
 Sent: Friday, February 28, 2025 1:43 PM
 To: Randi Kim <randik@gjcity.org>; Duane Hoff Jr. <duaneh@gjcity.org>
 Subject: FW: !! Biogas Valve SOLE SOURCE --> Willow Creek

Randi and Duane,

For your consideration is a sole source request for willow creek to do a specialty valve replacement. This is a specialty job because the contractor will be conducting the work under supplied air using SCBAs. The total cost for this is just over \$15k.

Thanks,
 Kurt

From: Ashley Firl <ashleyfi@gjcity.org>
 Sent: Thursday, February 27, 2025 7:58 AM

To: Kurt Carson <kurtc@gjcity.org>
Cc: Aaron Rice <aaronr@gjcity.org>; Chip Reiber <chipr@gjcity.org>
Subject: !! Biogas Valve SOLE SOURCE --> Willow Creek

Hi!!!

Attached are the Sole Source documents for Willow Creek – know Randi is on PTO next week so we need to get this to her ASAP. Kurt, if you can review the bulk of it --

1. EXCEPT Willow Creek's rate sheet, I'm waiting for that this morning and then I will attach it once I get it, we'll be good to go after that.
2. Make edits here - I saved all these documents on the G:
G:\Sewer\Plant Maintenance\Sole Source\Sole Source Willow Creek March 2025 Biogas Valve Replacements
3. Purging clarification – see Steve's note below. Let me know what you think, maybe we should still purge? We can discuss and then once we firm up a date make a final decision. I emailed them this morning about 6:15 to see about some dates the week of March 7th or if they prefer to wait until we have an official PO/confirmation.

On your question about the purge, since we know that the isolation valve is leaking, we do not see a real benefit to purging the system prior to performing the work. We feel discussed onsite will be sufficient, along with venting to atmosphere on the out of service digester, we are good to go.

We will be relying on your supplied ventilation fans for this work. Let me know if you need anything else. Thanks.

Ashley Firl
Environmental Compliance & Sustainability Manager
City of Grand Junction
O: 970-256-4133

gjcity.org | [EngageGJ](#)

