



## City of Round Rock Purchasing Justification Form

<b>Date:</b>	07/14/25	<b>Department Name:</b>	Public Works
<b>To:</b>	<b>Purchasing</b>	<b>Requestor Name:</b>	Brandon Rainer
		<b>Phone Number:</b>	512-341-3301

Instructions: Complete this form for all purchases that will exceed \$3,000 and will be exempted from competition as prescribed in Texas Local Government Code Chapter 252.022. Attach additional information as needed to support the exemption request.

The City declares the competitive bidding procedures in Texas Local Government Code Chapter 252 to be exempt for this procurement. This Justification Form is executed and filed with the Purchasing Division as follows:

1. The undersigned is authorized and certifies that the following exemption is applicable to this purchase. Please check the criteria listed below that applies to this purchase request:

**Sole Source** (check one)

- Items that are available from only one source because of patents, copyrights, secret process, or natural monopolies.
- Films, manuscripts, or books.
- Gas, water, and other utilities.
- Captive replacement parts or components for equipment.
- Books, papers, and other library materials for a public library that are available only from the persons holding the exclusive rights to the materials.

**Goods Purchased for Subsequent Retail Sale**

- o A procurement of goods being purchased for subsequent resale by the City.

**Public Calamity**

- o A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of a municipality.

**Public Health and Safety**

- o A procurement necessary to preserve or protect the public health or safety of the municipality's residents.

**Unforeseen Damage**

- o A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.

Personal, Professional or Planning Services

- o A procurement of personal, professional, or planning services

Other

- o Cite the applicable Texas Local Government Code Chapter 252 exemption in the justification box below.

2. **Justification:** Describe in detail below **why** an exemption according to Section 252.022 of the Local Government Code is being submitted for this purchase. (Attach additional pages if needed)

The wastewater treatment plant is equipped with two ultraviolet (UV) disinfection systems manufactured by Trojan Technologies. UV disinfection serves as the final step of the treatment process before the effluent is discharged into Brushy Creek, so it is imperative that they are in working order. These systems were custom engineered by Trojan to meet the specific germicidal output requirements of the facility. Trojan Technologies guarantees that the systems will perform in accordance with the standards outlined in the discharge permit issued by the Texas Commission on Environmental Quality (TCEQ). To maintain this performance guarantee, all maintenance and replacement parts must be purchased directly through Trojan Technologies.

3. Attach and submit the following documentation that supports this justification as applicable.

- Vendor's proposal/quote.  Attach Vendor Proposal/Quote
- If sole source a Manufacturer's letter declaring the purchase is sole source and why. The letter should be no older than 6 months old and signed by an authorized representative on company letterhead.  Manufacturers Letter for Sole Source

4. Because the above facts and supporting documentation the City of Round Rock exempts this procurement from LGC Chapter 252 and intends to contract with:

Vendor Name:	Trojan Technologies
Description:	UV Disinfection system repair and maintenance parts

5. Check the purchase type and fill in the dollar amount and purchase term as applicable:

- This is a one-time purchase request for \$ \_\_\_\_\_
- This is a term contract request for 60 (# months) in the amount of \$ 350,000.00

Purchasing Office/  
Management Review:



07/15/2025

Purchaser/Purchasing Management (over \$50,000) Date

Approved by:

Laton Carr

Laton Carr (Jul 14, 2025 21:57 CDT)

07/14/2025

Department Manager, Asst Director, or Director Date

Laton Carr

# Justification Form

Final Audit Report

2025-07-15

Created:	2025-07-14 (Central Daylight Time)
By:	Adam Gagnon (agagnon@roundrocktexas.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA16ukPthWjeq26MyiBSh3fDVJHnKAol8Y

## "Justification Form" History

-  Web Form created by Adam Gagnon (agagnon@roundrocktexas.gov)  
2025-03-03 - 4:41:22 PM EST
  
-  Brandon Rainer (brainer@roundrocktexas.gov) uploaded the following supporting documents:
  -  Attach Vendor Proposal/Quote
  -  Manufacturers Letter for Sole Source2025-07-14 - 10:51:19 AM CDT
  
-  Web Form filled in by Brandon Rainer (brainer@roundrocktexas.gov)  
2025-07-14 - 10:51:19 AM CDT - IP address: 71.42.191.10
  
-  Email verification link emailed to Brandon Rainer (brainer@roundrocktexas.gov)  
2025-07-14 - 10:51:21 AM CDT
  
-  Email viewed by Brandon Rainer (brainer@roundrocktexas.gov)  
2025-07-14 - 10:51:36 AM CDT - IP address: 104.47.65.254
  
-  Approval verified by Brandon Rainer (brainer@roundrocktexas.gov)  
2025-07-14 - 10:51:37 AM CDT - IP address: 104.47.65.254
  
-  Document emailed to Laton Carr (lcarr@roundrocktexas.gov) for signature  
2025-07-14 - 10:51:39 AM CDT
  
-  Email viewed by Laton Carr (lcarr@roundrocktexas.gov)  
2025-07-14 - 12:27:37 PM CDT - IP address: 71.42.191.10
  
-  Document e-signed by Laton Carr (lcarr@roundrocktexas.gov)  
Signature Date: 2025-07-14 - 9:57:44 PM CDT - Time Source: server- IP address: 136.62.159.117
  
-  Document sent to Adam Gagnon (agagnon@roundrocktexas.gov), Amanda Crowell (acrowell@roundrocktexas.gov), Brandon Rainer (brainer@roundrocktexas.gov), David Carter (dcarter@roundrocktexas.gov), and 3 more for signature. One of them to sign  
2025-07-14 - 9:57:48 PM CDT



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Document e-signed by Adam Gagnon (agagnon@roundrocktexas.gov)  
Signing Link is created by Adam Gagnon (agagnon@roundrocktexas.gov)  
Signature Date: 2025-07-15 - 7:18:48 AM CDT - Time Source: server- IP address: 71.42.191.10

Agreement completed.  
2025-07-15 - 7:18:48 AM CDT

