



City of Round Rock Purchasing Justification Form

Date:	06/04/25	Department Name:	Public Works
To:	Purchasing	Requestor Name:	Brandon Rainer
		Phone Number:	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 Utilities division of the Public Works Department utilizes a variety of Hach products concerning water quality, plant operations, and chemical testing requirements throughout the distribution and collection systems. The water and wastewater treatment plant have both invested heavily in Hach's products for their reliability, ease of use, and advanced technology. With the breadth of products already deployed, it would not be advantageous for the Utility Department to consider alternatives. Hach Company is the sole source manufacturer for all Hach branded instrumentation and chemistry.

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:	Hach Company
Description:	Water Quality Instrumentation and associated products

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 \$ 325,000.00

Purchasing Office/



06/05/2025

Management Review:

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

Date

Approved by:


Michael Thane (Jun 4, 2025 15:50 CDT)

06/04/2025

Department Manager, Asst Director, or Director

Date

Michael Thane

Justification Form

Final Audit Report

2025-06-05

Created:	2025-06-04 (Central Daylight Time)
By:	Adam Gagnon (agagnon@roundrocktexas.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvIV9QSiCXWJ-I-38Nq7dkzsF7eegtyEv

"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 Source2025-06-04 - 3:39:52 PM CDT
-  Web Form filled in by Brandon Rainer (brainer@roundrocktexas.gov)
2025-06-04 - 3:39:52 PM CDT- IP address: 108.232.181.179
-  Email verification link emailed to Brandon Rainer (brainer@roundrocktexas.gov)
2025-06-04 - 3:39:56 PM CDT
-  Email viewed by Brandon Rainer (brainer@roundrocktexas.gov)
2025-06-04 - 3:40:16 PM CDT- IP address: 108.232.181.179
-  Approval verified by Brandon Rainer (brainer@roundrocktexas.gov)
2025-06-04 - 3:40:41 PM CDT- IP address: 104.47.65.254
-  Document emailed to Michael Thane (mthane@roundrocktexas.gov) for signature
2025-06-04 - 3:40:43 PM CDT
-  Email viewed by Michael Thane (mthane@roundrocktexas.gov)
2025-06-04 - 3:49:29 PM CDT- IP address: 104.47.64.254
-  Document e-signed by Michael Thane (mthane@roundrocktexas.gov)
Signature Date: 2025-06-04 - 3:50:15 PM CDT - Time Source: server- IP address: 71.42.191.10
-  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
2025-06-04 - 3:50:17 PM CDT



 Email viewed by David Carter (dcarter@roundrocktexas.gov)

2025-06-04 - 3:51:02 PM CDT- IP address: 192.63.193.224

 Email viewed by Amanda Crowell (acrowell@roundrocktexas.gov)

2025-06-04 - 5:04:45 PM CDT- IP address: 129.222.125.25

 Email viewed by Adam Gagnon (agagnon@roundrocktexas.gov)

2025-06-05 - 6:46:05 AM CDT- IP address: 71.42.191.10

 Document e-signed by Adam Gagnon (agagnon@roundrocktexas.gov)

Signing Link is created by Adam Gagnon (agagnon@roundrocktexas.gov)

Signature Date: 2025-06-05 - 6:47:36 AM CDT - Time Source: server- IP address: 71.42.191.10

 Agreement completed.

2025-06-05 - 6:47:36 AM CDT

