



City of Round Rock Purchasing Justification Form

| | | | |
|--------------|-------------------|-------------------------|----------------|
| Date: | 03/20/26 | Department Name: | Utilities |
| To: | Purchasing | Requestor Name: | Bryce Williams |
| | | Phone Number: | 737-667-0612 |

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 City of Round Rock's water distribution system relies on advanced metering infrastructure (AMI) to monitor, manage and bill residential and commercial water meter usage. The connectivity and hosting of the AMI system require annual payments to support the following: Allegro Base Station Maintenance, standard and solar repeater maintenance, and Harmony fixed base annual hosting and support. Master Meter is the sole source manufacturer of the City of Round Rocks AMI infrastructure. HydroPro Solutions has partnered with Master Meter and serves as their sole source distributor of the base stations, repeater maintenance, and software support hosting.

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: | HPS, dba HydroPro Solutions |
| Description: | Annual software hosting and maintenance |

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 \$ 437,712.00

Purchasing Office/
Management Review:

Brandon Rainer

03/20/2026

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

Approved by:

Michael Thane

Michael Thane (Mar 20, 2026 14:35:17 CDT)

03/20/2026

Department Manager, Asst Director, or Director Date
Michael Thane













Justification Form

Final Audit Report

2026-03-20

| | |
|-----------------|---|
| Created: | 2026-03-20 (Central Daylight Time) |
| By: | Adam Gagnon (agagnon@roundrocktexas.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAMwyWEE6op4Ekls-p1XqkH4U6Ouvvz3q |

"Justification Form" History

-  Web Form created by Adam Gagnon (agagnon@roundrocktexas.gov)
2025-03-03 - 4:41:22 PM EST
-  Bryce Williams (bryce.williams@roundrocktexas.gov) uploaded the following supporting documents:
 -  Attach Vendor Proposal/Quote
 -  Manufacturers Letter for Sole Source2026-03-20 - 2:30:49 PM CDT
-  Web Form filled in by Bryce Williams (bryce.williams@roundrocktexas.gov)
2026-03-20 - 2:30:49 PM CDT- IP address: 71.42.191.10
-  Email verification link emailed to Bryce Williams (bryce.williams@roundrocktexas.gov)
2026-03-20 - 2:30:52 PM CDT
-  Email viewed by Bryce Williams (bryce.williams@roundrocktexas.gov)
2026-03-20 - 2:31:12 PM CDT- IP address: 71.42.191.10
-  Approval verified by Bryce Williams (bryce.williams@roundrocktexas.gov)
2026-03-20 - 2:31:19 PM CDT- IP address: 104.47.64.254
-  Document emailed to Michael Thane (mthane@roundrocktexas.gov) for signature
2026-03-20 - 2:31:20 PM CDT
-  Email viewed by Michael Thane (mthane@roundrocktexas.gov)
2026-03-20 - 2:34:52 PM CDT- IP address: 104.47.64.254
-  Document e-signed by Michael Thane (mthane@roundrocktexas.gov)
Signature Date: 2026-03-20 - 2:35:17 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
2026-03-20 - 2:35:20 PM CDT



Powered by
Adobe
Acrobat Sign

 Email sent to Teresa Reddy (treddy@roundrocktexas.gov) bounced and could not be delivered

2026-03-20 - 2:35:37 PM CDT

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

2026-03-20 - 2:36:07 PM CDT - IP address: 71.42.191.10

 Email viewed by Brandon Rainer (brainer@roundrocktexas.gov)

2026-03-20 - 2:36:58 PM CDT - IP address: 104.47.65.254

 Document e-signed by Brandon Rainer (brainer@roundrocktexas.gov)

Signature Date: 2026-03-20 - 2:37:25 PM CDT - Time Source: server- IP address: 71.42.191.10

 Agreement completed.

2026-03-20 - 2:37:25 PM CDT

