

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

504



FROM: FIRE

SUBMITTAL DATE:
August 7, 2013

SUBJECT: Approve the Sole Source Purchase of the KNOX® Rapid System Entry Supplies and Pharmaceutical Security Products for the Fire Department

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approve the Purchase of KNOX® equipment for \$ 90,000 annually without seeking competitive bids, which includes an option to renew the agreement for four (4) additional one-year periods; and,
2. Authorize Purchasing Agent, in accordance with Ordinance No. 459, to issue the purchase order, exercise the renewal option, based on the availability of fiscal funding and to sign amendments that do not change the substantive terms of the Contract, including amendments to the compensation provision that do not exceed the annual CPI rates.

BACKGROUND: Continued on Page 2.



Diane Sinclair, Deputy Director of Admin for
John R. Hawkins, County Fire Chief

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 90,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 33,300	Budget Adjustment:	No
	Annual Net County Cost:	\$ 33,300	For Fiscal Year:	13/14

SOURCE OF FUNDS: General Fund 37%, Structural Fire Taxes 40%, and Contract Revenue 22%	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE
BY: 
Tina Grande
County Executive Office Signature

Consent Policy
 Consent Policy

Dep't Recomm.:
 Per Exec. Ofc.:

Prev. Agn. Ref.: 1/26/10 3.21 **District:** All **Agenda Number:**

3-40

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

PURCHASING & FLEET SERVICES: 
 Robert Howaysnell, Director
 Departmental Concurrence

RE: Approve the Sole Source Purchase of the KNOX® Rapid System Entry Supplies and Pharmaceutical Security Products for the Fire Department

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BACKGROUND (continued):

The KNOX® Company is the manufacturer and sole supplier of Knox equipment for securing of supplies, and pharmaceutical products. The Riverside County Fire Department started using the KNOX® rapid entry system in 1992. In the past twenty-one years over 5,500 key lock boxes, 1,800 padlocks, and 2,100 electric key switches have been installed through-out the county. These devices have allowed our Public Safety Personnel rapid entry into various buildings, gated communities, and other locked facilities. On January 26, 2010, Agenda #3.21, the Board approved a one-time sole source purchase of Knox equipment. As part of general maintenance and the need for replacement items, the Department is requesting to establish a purchase order with an annual renewal option for four (4) additional one-year periods with KNOX® for all future rapid entry system equipment/supply purchases.

In accordance with Ordinance 787, a fire department access box is required in an accessible location when access to or within a facility is difficult due to security. The fire department access box allows keys unique to each facility to be stored within the access box allowing responding fire department personnel rapid entry into the building during emergency dispatches without forced entry or damage to the facility. This eliminates the need to break down doors or windows to enter the building or presume there is no fire when nothing is visible from the outside. The ability to thoroughly inspect a building will enable the responders to locate other problems such as electrical hazards, heating problems and gas and water leaks set off an alarm and could lead to costly other problems if not identified. The Knox box system is only used to enter a building in the event of a fire department emergency response to an alarm activation or report of an emergency at the location.

The Department has the need to continue this type of security to its control of pharmaceuticals. Federal Regulations Section 1301.72 requires physical security controls for non-practitioners; narcotic treatment programs and compounders for narcotic treatment program; storage areas. The KNOX® Company offers a security product (MedVaults) that would achieve this requirement for the Department. This will keep the Department uniform and will allow the ability to monitor access to these supplies. Currently, no alternate manufacturers make a similar product.

The costs associated with the Rapid Entry System and Pharmaceutical Security Products are included in in the Department's FY 13/14 budget. No additional general funds will be required.

PRICE REASONABLENESS:

The KNOX® company is the sole source manufacturer, inventor, and supplier of the KNOX® Rapid Entry products. Currently, the Department seeks individual approvals from the Purchasing Department on purchases from KNOX® as the situation necessitates. It is anticipated that the approval threshold will be reached during this fiscal year and in anticipation is seeking approval from the Board.

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The KNOX® company is offering a 5% discount from their list pricing, the discount offered us is the lowest cost offered to any comparable customer which is a reduced cost for the Knox Medvault2 of \$1,285.75 each. This is reasonable based on other local entities such as the Colton Fire Department's rate of \$1,325.00. In addition, the County's rate for the KeySecure product is \$525.35 each, as opposed to the Ontario City Fire Departments rate of \$560.00 each.

Date: July 29, 2013

From: John R. Hawkins, Fire Chief Department/Agency: Fire

To: Board of Supervisors/Purchasing Agent

Via: Purchasing Agent

Subject: Sole Source Procurement; Request KNOX® Company Agreement

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.


1. **Supply/Service being requested:** Knox products and supplies.
2. **Supplier being requested:** KNOX® Company VC#0000007459
3. **Alternative suppliers that can or might be able to provide supply/service:** None. KNOX® currently provides the existing rapid key entry services to Fire and has done so since 1992. The products and supplies are proprietary to KNOX®.
4. **Extent of market search conducted:** For the rapid key entry a mix of manufacturer's equipment is not acceptable due to the necessity to issue keys to the fire department for each manufacturer's access box system. The use of non-Knox Company products would delay fire Protection capabilities upon response and therefore endanger life and property. The requirement for a Knox Box ensures rapid response without forced entry into the facilities. For pharmaceutical security; internet searches, direct requests to the manufacturer for all potential suppliers and distributors; subject matter experts performed a thorough search of alternative manufacturers.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** The KNOX® rapid key entry system is proprietary. The Department received previous Board approval of a sole source purchase on January 26, 2010, agenda 3.21. The purchase of security for our pharmaceuticals is necessary to keep the current uniformity and to meet Federal Regulation Section 1301.72 physical security controls for non-practitioners; narcotic treatment programs and compounders for narcotic treatment programs; storage areas. Their system will allow the Department the ability to monitor who has accessed the pharmaceuticals. Currently no alternate manufacturers make a similar product and therefore cannot be considered.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** The Riverside County Fire Department started using the KNOX® rapid entry system in 1992. In the past 21 years, over 5,500 key lock boxes, 1,800 padlocks, and 2,100 electric key switches have been installed through-out the county. These devices have allowed our Public Safety Personnel rapid entry into various buildings, gated communities, and other locked facilities. On January 26, 2010, Agenda #3.21, the Board approved a one-time sole source purchase of Knox equipment. To continue to use this system without interruption would provide the best possible service to the County and its residents. The use of the pharmaceutical security would continue this service with uniformity and controls.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The manufacturer is offering a 5% discount from their list price for purchases of 10 or more units. The discounted cost for the Knox Medvault2 is \$1,285.75 each.

This is reasonable based on local entities such as Colton Fire Departments rate of \$1,325.00. The County's rate for the KeySecure is \$525.35 each Ontario City Fire Departments rate is \$560.00 each.

8. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain).** No; however, if the County continues to utilize the KNOX® rapid key entry system, maintenance of this system will be necessary.

9. **Period of Performance:** July 2013 through July 2014; with an option to renew for four (4) additional one year periods.

(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)

 for Chief Hawkins

8/7/13

Department Head Signature

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$ 90,000

Annual Amount through

July 2018



8/7/13

Purchasing Agent

Date

Approval Number
(Reference on Purchasing Documents)