

**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

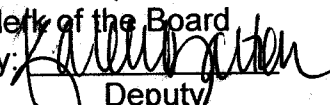
SOURCE OF FUNDS: General Fund 37%, Structural Fire Taxes 40%, and Contract Revenue 22%	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

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

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: August 20, 2013
By: Fire, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

PURCHASING & FLEET SERVICES: 
 Robert Howdysell, Director
 Departmental Concurrence

Policy
 Policy
 Consent
 Consent

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

SECRET

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.

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

Date: August 7, 2013

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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.

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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.)

[Signature] 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

[Signature] 8/7/13 _____
Purchasing Agent Date Approval Number
(Reference on Purchasing Documents)

Goss, Clifford@CALFIRE

From: Sinclair, Diane@CALFIRE
Sent: Wednesday, July 31, 2013 12:24 PM
To: Goss, Clifford@CALFIRE
Cc: Ledesma, Jose@CALFIRE
Subject: RE: Sole Source Form 11
Attachments: Form 11 Knox-keys EMS 7-31-13.doc

Cliff,

Move forward with getting the signatures on the Form 11. The final version is attached. All of the background is on the second page so any changes the EO requests can be completed without new signatures. I am sending it to Tina today.

Thank you,

Diane Sinclair, Deputy Director - Administration
Riverside County Fire Dept. in Cooperation with CAL FIRE
Bus 951-940-6978 FAX 951-657-2662

From: Goss, Clifford@CALFIRE
Sent: Wednesday, July 31, 2013 7:50 AM
To: Sinclair, Diane@CALFIRE
Subject: RE: Sole Source Form 11

Hello Diane, please see the attached with the suggested changes.

Thanks Cliff G.

From: Sinclair, Diane@CALFIRE
Sent: Wednesday, July 31, 2013 7:47 AM
To: Boerner, Lisa; Seiler, Mark
Cc: Ledesma, Jose@CALFIRE; Goss, Clifford@CALFIRE
Subject: RE: Sole Source Form 11

Lisa,

I received your message and thank you for the clarification. We will make all of the changes as requested.

Thank you,

Diane Sinclair, Deputy Director - Administration
Riverside County Fire Dept. in Cooperation with CAL FIRE
Bus 951-940-6978 FAX 951-657-2662

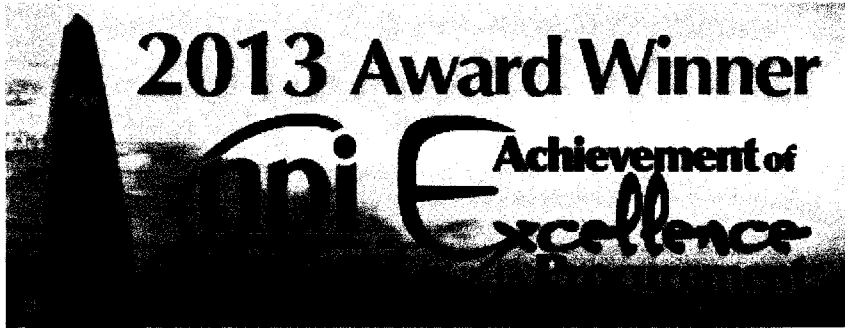
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From: Boerner, Lisa [<mailto:LBoerner@co.riverside.ca.us>]
Sent: Monday, July 29, 2013 2:38 PM
To: Seiler, Mark
Cc: Sinclair, Diane@CALFIRE; Ledesma, Jose@CALFIRE; Goss, Clifford@CALFIRE
Subject: RE: Sole Source Form 11

Good idea Mark

Lisa Boerner

Lisa Boerner
Purchasing Manager
Purchasing and Fleet Services
2980 Washington St.
Riverside, CA 92504
Email: lboerner@co.riverside.ca.us
Telephone: 951-955-4937



The County of Riverside Purchasing and Fleet Services office hours are from 8:00 a.m. to 5:00 p.m. Pacific time, Monday through Friday, effective July 26, 2013.

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From: Seiler, Mark
Sent: Monday, July 29, 2013 2:35 PM
To: Boerner, Lisa
Cc: Sinclair, Diane; Ledesma, Jose; Goss, Clifford@CALFIRE
Subject: Re: Sole Source Form 11

Can we also add that the discount offered us the lowest cost offered any comparable customer?

Sent from my iPhone

On Jul 29, 2013, at 2:29 PM, "Boerner, Lisa" <LBoerner@co.riverside.ca.us> wrote:

Hi Diane

I modified your Form 11 slightly. Please review. Mr. Howdysell prefers, short-sweet and to the point. I hope you do not mind if I removed areas that were repeated.

Lisa Boerner
Lisa Boerner
Purchasing Manager
Purchasing and Fleet Services
2980 Washington St.
Riverside, CA 92504

Email: lboerner@co.riverside.ca.us

Telephone: 951-955-4937

<image001.jpg>

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From: Sinclair, Diane
Sent: Monday, July 29, 2013 1:44 PM
To: Boerner, Lisa
Cc: Seiler, Mark; Ledesma, Jose; Goss, Clifford@CALFIRE
Subject: Sole Source Form 11

Lisa,

Fire is requesting a sole source approval from the Board for KNOX©. Our request is attached for your review and Mr. Howdyshell's approval. KNOX is the supplier of our Rapid Entry System and pharmaceutical security items. Jose, Cliff and I worked on this request and were as detailed as possible with our Form 11. Our Executive Office Analyst has requested more detail.

Please let us know if you have any questions and if approved to proceed with signatures.

Thank you,

Diane Sinclair, Deputy Director - Administration

Riverside County Fire Dept. in Cooperation with CAL FIRE
Bus 951-940-6978 FAX 951-657-2662

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<Form 11 Knox-keys EMS 7-23-13.doc>