



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 8

Agenda Date: January 25, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Knox Key Equipment for SAFD

SUMMARY:

This ordinance authorizes a contract with Knox Company to provide KeySecure6 control unit devices, mounting brackets, and licenses for the San Antonio Fire Department, for a total cost of \$287,723.00. Funding is available from the FY 2024 General Fund Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Knox Company to provide KeySecure6 control unit devices, mounting brackets, retrofit kits Main Board MedVaults, and licenses for the San Antonio Fire Department.

The City of San Antonio defines its commercial property fire access control as KNOX Control. Knox universal key allows the Fire Department access to all properties utilizing a single key instead of a key per business or property. The MedVault provides secure storage for narcotics that may be required for emergency medical needs and requires a personal identification number (PIN) that tracks last contact usage, reducing loss and/or unauthorized use. Various fire departments in the nation have had their keys lost or stolen, resulting in a liability for the city; because of this, the

security of this universal key is critical. To prevent this risk, the procurement of a system to secure these keys on the apparatus, and still maintain the emergency access is required. KeySecure6 control unit devices manage accountability, and record key releases.

The City issued a Request for Offer (RFO) for “Knox Key Equipment” (RFO 6100017545) on October 31, 2023, with a submission deadline of November 8, 2023. Knox Company met the published specifications and is recommended for award.

The contract with Knox Company was procured on the basis of a sole source solicitation. Knox Company is the sole certified manufacturer of Knox Key Equipment in Texas including San Antonio. Knox key vaults are placed throughout the City. The procurement of the Knox equipment will maintain consistency with Knox Medical drug vaults and Knox Master Keys currently utilized by SAFD and Emergency Medical Services (EMS).

These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

The initial term of the agreement will be for the period upon award by City Council and will terminate upon delivery of all goods ordered.

ISSUE:

This contract will provide SAFD with a one-time purchase for Knox Key Equipment. All administrative functions are completed in KnoxConnect, a cloud-based software used to sync and manage system users, data, and devices. The Knox equipment has a 36-month standard manufacturers warranty.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should the contract not be approved, it would pose a security risk to all the commercial properties within San Antonio Fire Department’s response jurisdiction. SAFD would not receive the benefit of the Knox universal key system that allows the Fire Department access to all properties utilizing a single key instead of a key per business or property. The MedVault provides for security of narcotics and accountability of usage.

FISCAL IMPACT:

This ordinance authorizes a contract with Knox Company to provide KeySecure6 control unit devices, mounting brackets, and licenses for SAFD for a total cost of \$287,723.00. Funding is available from the FY 2024 General Fund Budget.

RECOMMENDATION:

Staff recommends the approval of an ordinance for acceptance of a contract with Knox Company to provide the San Antonio Fire Department with Knox Key Equipment for a total cost of \$287,732.00.

This contract was procured based on a sole source exemption and a contracts disclosure form is not required.