

EXECUTIVE SUMMARY

Recommendation to Approve Agreement FY20-216 – Knox Master Key Boxes

Introduction:

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation of the agreement FY20-216 – Knox Master Key Boxes for a contract term of three (3) months. This Agreement will cover the one-time purchase of two hundred fifty-six (256) Knox Boxes, Model 3200, and new lock cores for existing Knox Boxes at all the District Facilities. Although this is a one-time purchase, the three (3) months contract is to have ample time for delivery of the products. The spending authority being requested is \$87,224.

Goods/Services Description

Responsible: Risk Management

To enhance the safety and security of Broward County Public Schools and its ancillary sites, new Knox Boxes will be installed at each District site. Each Knox Box will contain a facility's master keys in order to provide access to the facility during emergencies. A limited number of District staff will have the ability to access these keys.

Knox Boxes are currently installed at each District site. The current Knox Boxes have dual lock access, one (1) lock for the local Fire Department, and one (1) currently used by District personnel who respond to the facility for emergency services.

In order to provide access for local Police Departments, the District's Chief Safety & Security Officer and the District's Task Assigned Chief Fire Official have agreed to withdraw District access to the original Knox Boxes and replace the District's lock core with one specific to each local police jurisdiction. After the lock cores are replaced, only local fire and police services will be able to access the original Knox Boxes. District personnel will be prohibited from accessing these key boxes.

A total of two hundred fifty-six (256) new Knox Boxes, Model 3200, will be installed at sites throughout the School District. The District's Chief Fire Official's Office will be responsible for distributing keys to open the new Knox Boxes. The distribution will be limited to staff who respond to the facilities for emergency services. The Chief Fire Official's Office will also maintain an inventory of the Knox Box Keys.

Procurement Method

Responsible: PWS

Procurement & Warehousing Services issued a Request for Information (RFI) for the availability of vendors that can supply Knox Master Key Boxes. Pursuant to Section 287.057(3)(c), Florida Statutes, and SBBC Policy 3320, Section II.I, the RFI was publicly posted for a minimum of seven (7) days from January 17, 2020, to January 29, 2020. Given that no valid responses were received, Knox Associates, Inc. is considered the single supplier of these products. Pursuant to Purchasing Policy 3320, Section II.I, authorizes the purchase of commodities or contractual services available only from a Single Source, which is exempt from the competitive solicitation requirements.

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Financial Impact
Responsible: PWS

The spending authority being requested is \$87,224. The funding source will come from Risk Management's operating budget.

Item	Description	Quantity	Unit Price	Extended Amount
1	3200 SURFACE, BLACK, HINGED PS-31-0213-06-00	256	\$300	\$76,800
2	LOCK CORE, SHORT TENON, FIRE DEPT. ONLY PS-31-0213-06-00 DUAL LOCK 4400	256	\$29	\$7,424
3	MASTER KEY, SYSTEM OR SECURITY PS-31-0213-06-00	256	\$0	\$0
4	SHIPPING & HANDLING CHARGES*	1	\$3,000	\$3,000
			TOTAL	\$87,224

*Shipping and handling charges are applied for this purchase due to the weight of the Knox Boxes. Each Knox Box weighs approximately seventeen (17) pounds.

The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.