THE CITY OF ASHEVILLE

Staff Report

Council Meeting Date: August 25, 2020

Subject: Sole Source procurement of Knoxbox key boxes and the accompanying security for access of commercial buildings by the Asheville Fire Department during call response

Staff Resource(s): Scott Burnette, Asheville Fire Chief; Abigail Riley, Financial Business Manager

Action Requested: Adoption of a resolution authorizing the procurement of key box access equipment and security of commercial buildings for the Asheville Fire Department from sole source vendor Knox, Company

Background:

- The City of Asheville's Code of Ordinances Chapter 6 Fire Prevention Protection Section 6.2 Amendments 506.1 reads "where required, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type, listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official."
- When called to a scene, these key boxes allow Asheville Fire Department responders to gain entry into a commercial building.
- These key boxes allow for rapid entry, avoid unsafe forced entry, and minimize property damage.
- The brand of key box used by all commercial buildings to comply with Chapter 6 of the City's ordinance is Knoxbox by Knox, Company.
- All Asheville Fire Department vehicles and apparatus have a Knoxbox key box installed inside
- Knoxbox has supplied this equipment for thirty years within the City.
- With the FY19-20 purchase of eight should there be a number after this hashtag? replacement vehicles, purchasing one Knoxbox to be installed in each of these eight vehicles pushes the total cost of the purchase above the $5,000 threshold.
- The Asheville Fire Department believes this an appropriate catalyst for codifying a specific brand of key boxes that until now has only been a standard practice, which will allow for consistency between the City of Asheville and those doing business in non-residential structures within the City.
- The cost of eight Knoxboxes for eight replacement vehicles is $7,751.08.

Vendor Outreach Efforts:

- Knox, Company is the only manufacturer and distributor of a Knoxbox.

Council Goal(s):

- Smart City

Committee(s):

- None

Pro(s):

- Sole Source of Knox, Company Knoxboxes will ensure consistency and compatibility among fire apparatus, fire vehicles, and commercial buildings and structures across the City

Con(s):

- If sole source is not authorized, and a bid for key boxes is issued, the lowest bidder may not be Knox, Company. All owners and occupants of commercial buildings within the City would need to purchase a compatible key box.

Fiscal Impact:

- Funding for this purchase will come from a previously approved budget within the Capital Improvement Program (CIP) as part of the annual vehicle replacement program.

Suggested Motion:

- Move to adopt a resolution authorizing the procurement of Knoxbox key box access equipment and security of commercial buildings for the Asheville Fire Department from sole source vendor Knox, Company

Attachment(s)

- Resolution

RESOLUTION NO. 20-____

RESOLUTION AUTHORIZING THE PROCUREMENT OF KEY BOX ACCESS EQUIPMENT AND SECURITY OF COMMERCIAL BUILDINGS FOR THE ASHEVILLE FIRE DEPARTMENT FROM SOLE SOURCE VENDOR KNOX, COMPANY

WHEREAS, N.C.G.S. 143-129 details procedures for the letting of public contracts; and

WHEREAS, N.C.G.S. 143-129 (e) provides for exceptions to the requirement to request formal bids for procurement contracts; and

WHEREAS, item (6) of N.C.G.S. 143-129 (e) states that the governing body of a political subdivision of the State shall approve the purchase of apparatus, supplies, materials or equipment without formal bidding when: “(ii) a needed product is available from only one source or supply”; and

WHEREAS, City of Asheville’s Code of Ordinances Chapter 6, Fire Prevention Protection, Section 6.2, Amendments 506.1 reads “where required, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type, listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official.”; and

WHEREAS, when called to a scene, these key boxes allow Asheville Fire Department responders to gain rapid and entry into a commercial building without causing property damage; and

WHEREAS, for over thirty years the brand of key box used by all commercial buildings to comply with Chapter 6 of the City’s ordinance is Knoxbox by Knox, Company, and all Asheville Fire Department vehicles and apparatus have a Knoxbox key box installed inside; and

WHEREAS, Knox, Company has been identified as the “sole source” for the Knoxbox key box and its accompanying access and security; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

The City Council hereby authorizes the procurement of key boxes and related equipment as permitted under N.C.G.S. 143-129 (e)(6) from sole source vendor Knox, Company.

Read, approved and adopted this the 25th day of August, 2020.

_____ _____

City Clerk Mayor

Approved as to form:

City Attorney