



# **City of Grand Island**

**Tuesday, May 24, 2005**

**Council Session**

## **Item G14**

**#2005-159 - Approving Bid Requirement Waiver to Purchase Key  
Secure System**

**Staff Contact: Fred Hotz**

# **Council Agenda Memo**

**From:** Fred Hotz, Fire Prevention Division Chief

**Meeting:** May 24, 2005

**Subject:** Bid Requirement Waiver

**Item #'s:** G-14

**Presenter(s):** Fred Hotz, Fire Prevention Division Chief

## **Background**

Approximately four years ago a search was conducted by the fire department to ascertain how many companies offered a key box system and what the systems offered. At that time Albertson's Store along with Principal Finance were requesting the use of a key box for their buildings that would allow the Fire Department access in the case of a fire emergency. At that time, only one source was found. An evaluation was made of the key box system offered by this company and a decision was made by fire officials to accommodate these facilities with Knox Box. Since that time, approximately 45 different public and private entities including county government buildings, schools and community college, St. Francis Medical and nursing homes have volunteered to purchase this key box and have put this key box system into use. The total cost of installation of these boxes can range from \$500 dollars to upwards of \$1000 depending upon the key box style and mounting type.

## **Discussion**

The key box system offers numerous benefits, some of which were presented to the council in December. One of the goals of the fire department is to eliminate the liability of holding numerous keys to numerous buildings. In order to do our part in shoring up this liability, we find it necessary to purchase from the Knox Box company, key retention systems for each front line vehicle. This system locks the key on the vehicle. Access to the key is by a code that tracks who uses the key and for how long. A rather significant financial commitment to this key box concept has been invested by the public. As this commitment continues to grow, so does the City's liability to secure the keys in Fire Department possession. By purchasing the key secure system offered by the Knox Company, two goals would be met:

1) The City will be working in partnership with the public in providing our end of the equation of security. The public has purchased the key box, we need to secure the key that gains access to these boxes.

2) The City reduces the chances significantly of misplacing or losing the key box key. The total cost for the purchase of the key secure system to be placed in the front line emergency vehicles for 8 front line vehicles will be \$4429.00. Additional expense will be required to install the systems by the City Shop. This cost is very small compared to the public investment already, but could be significantly larger if a key were lost and we found ourselves replacing the locks in all the Knox Boxes in town. More importantly, it tracks the use of the key so that if a break-in occurs at a facility using a Knox Box, we can easily clear the city of the chance of liability in the matter.

The Fire Department is requesting to waive the bid requirement because the Knox Box Company can provide us with a key secure system that will secure the keys that we have in use.

The monies needed for the purchase are targeted to come out of the Fire Department “Individual Hardware” account #10022101-85540. The expenses for the installation are targeted to come out of the “Repair Apparatus” account #10022101-85335. Both accounts have sufficient funds.

### **What this waiver would not do**

This waiver would not involve or is it associated with a requirement for anyone to purchase a Knox (brand name) key box.

This waiver would not limit the choices someone interested in a key box system could make for a purchase. (If someone wanted to use a different key box company, they could do so. The fire department would simply need to make arrangements to acquire the key for this box and develop a way to secure it.)

### **Alternatives**

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve the proposed resolution
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

### **Recommendation**

City Administration recommends that the Council approve the resolution to waive the bidding requirements for purchasing the key retention system which would allow the City to provide a secure system in partnership with public and private facilities that have already voluntarily installed a Knox key box.

### **Sample Motion**

Motion to approve the resolution to waive the bidding requirement for the purchase of key secure systems from the Knox Box Company.

R E S O L U T I O N    2005-159

WHEREAS, the fire department presently retains keys on emergency vehicles for various businesses to be used in the event of a fire emergency; and

WHEREAS, a number of local businesses have invested in a key box system which allows emergency personnel access to a master key for business subscribing to such service; and

WHEREAS, in order to eliminate potential liability associated with having access to various businesses, it is recommended that the Fire Department purchase a Knox Box key secure system; and

WHEREAS, the cost to purchase and install such Knox Box Key Secure System on eight front line emergency vehicles is \$4,429.00; and

WHEREAS, such system is consistent with the key box system used by a number of businesses, and would eliminate access to keys in the Fire Department's possession by unauthorized individuals.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the bid requirements are hereby waived for the purchase of a Knox Box key retention system for installation on eight fire emergency vehicles to provide a secure system for accessing various businesses in the event of a fire emergency.

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Adopted by the City Council of the City of Grand Island, Nebraska, May 24, 2005.

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RaNae Edwards, City Clerk