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FIRE DEPARTMENT

MEMORANDUM

TO: Gregg Mandsager, City Administrator
Fran Donelson, Administrative Secretary
Jerry Ewers, Fire Chief

FROM: Mike Hartman, Assistant Fire Chief

DATE: November 7, 2017

SUBJECT: City Council Agenda Item – Knox Key Secure Capital Purchase

INTRODUCTION:

As part of the FY 17/18 budget, the City Council approved \$5,677 for updated Knox Key Secure units.

BACKGROUND:

The Muscatine Fire Department has utilized Knox Box key boxes for access into building for the last several decades. Part of the security of the system is a device on the fire apparatus that holds the key to the boxes in a secure manner. The key holders presently used are at the end of their life and support for the devices is being terminated. The new boxes will replace those in place and provide a more secure system, as each user will have a unique PIN and all actions are tracked utilizing a software package. This capital purchase was approved by Council for the 17/18 FY budget. The quote for the replacement equipment was \$5,677.00 for ten units; which was under the approved budgeted amount of \$9,500. A new, lower cost system was recently released. This system is proprietary and as such there is only one provider; sole source purchase.

RECOMMENDATION/RATIONALE:

The Department requests authorization to issue a purchase order to Knox Company for a key secure system, for \$5,677.00. The budgeted amount is \$9,500.

ATTACHMENT:

Equipment quote.