



## MEMORANDUM SOLE SOURCE APPROVAL

**TO:** Hugh Dunkley, Finance Director  
**FROM:** Travis Franco, Assistant Fire Chief *TF*  
**THROUGH:** L. Keith Tomey III, Fire Chief *KT*  
**SUBJECT:** Sole Source Approval Request: Knox Company  
**DATE:** December 19, 2022

**Background:** Quick Fire Department access to buildings is an essential part of the service provided to the residents and business owners of the city. The Knox Company is the standard bearer as it pertains to secure, reliable, and operationally efficient emergency responder access. This is provided by the installation of a lockable steel box, commonly referred to as a "Knox Box", that is located just outside the main entrance of businesses. The entrance keys to the building are stored inside each "Knox Box". From a practical perspective, this allows each Fire Department emergency response unit to carry one key, (commonly referred to as a "Knox Box Key") rather than carrying entrance keys to every business in the city. The Knox Company is the only company ever used by the city for this purpose. Most businesses in the city have a "Knox Box" installed at the business.

**Justification:** The Knox Company is the sole source manufacturer of Knox® Rapid Access products with manufacturing and/or assembly done in our Phoenix, Arizona facility. Knox is the sole provider of Knox products. Thus, as the sole provider of the patented system, there is no other purchasing option. The Knox Company does not use third-party resellers.

**Market Research:** The Knox Company has been the industry standard in Palm Beach County for over 40 years. Every municipality and the unincorporated areas of Palm Beach County uses the Knox system. For this reason, the Knox Company is the only acceptable company and product to use for quick building access. A sole source letter is provided.

**Quote or Proposal is attached** ☐ Yes ☒ No

Comments: \_\_\_\_\_

☒ **Approved** This Sole Source approval is valid for 12 months from date of approval. Attach this Sole Source Approval to all Acquisition Approval Memos and/or requisitions for this item.

☐ **Need Additional Information** ☐ **Not Approved**

Comments: \_\_\_\_\_

*Hugh Dunkley*

Finance Director

Dec 19, 2022

Date

NA

Information Technology (IT) Director

Date

The Knox Company is the sole source manufacturer and inventor of Knox<sup>®</sup> Rapid Access products with manufacturing and/or assembly done in our Phoenix, Arizona facility. As the provider of the patented Knox eLock System™, Knox maintains the highest level of key and lock control devices and ensures the manufacturing process is strictly controlled using rigorous protocols.

As the leader in the rapid access product category, the Knox brand is the preferred and trusted rapid access provider by more than 15,000 first responder departments/agencies throughout the U.S. and Canada; and is the product most often selected over other lock box programs based on the company's more than forty-five-year reputation for integrity, quality, and reliability. Products include a complete line of eLock and mechanical lock boxes, cabinets, key switches, padlocks, the MedVault<sup>®</sup> Narcotics Vault, and locking FDC Caps all used by both Fire and EMS departments.

Knox also manufactures products that electronically secure the Knox Master Key: Sentralok<sup>®</sup> and KeySecure<sup>®</sup> Key Retention Systems that provide keypad access with full audit trail documentation.

**Obtained UL Listings, include the following:**

- UL 437: Standard for Key Locks
- UL 508: Standard for Industrial Control Equipment
- UL 1037: Standard for Anti-theft Alarms and Devices
- UL 1332: Standard for Organic Coating for Steel Enclosures for Outdoor Use Electrical Equipment
- UL 1610: Standard for Central-Station Alarm Units

Included with the Knox products are many services that benefit first responders. Mechanical master keys are provided to only authorized individuals at no charge, records of installation are compiled on request, and complimentary materials available to property owners.

Knox products satisfy stringent rapid entry requirements. Please contact us if we can provide additional information.

Sincerely,

**The Knox Company**

Signature:   
Travis Franco (Dec 19, 2022 16:12 EST)

Email: franco@mydelraybeach.com

Signature: 

Email: tomeyk@mydelraybeach.com












# Memo Sole Source Approval, Knox Company

Final Audit Report

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