



To: Brian Matthews, County Manager

From: Jon Williams

CC: Cheryl Wright, Director of Procurement & Contract Management

Date: 7/31/25

Re: Sole Source Exception for Knox Box eKey System

The Union County Fire Marshal's Office currently utilizes KnoxBox 3200 units as the standardized rapid entry system across the County for emergency access. As part of a department-wide modernization effort, the Fire Marshal's Office is transitioning from mechanical key cylinders to the electronic Knox eKey system, which provides secure access, audit trail capabilities, and integration with KnoxConnect® management software. The Knox eKey cylinders are required for this upgrade and are only available from The Knox Company, which is the sole source manufacturer and distributor of these proprietary components. Using a different manufacturer's product would require replacement of the entire existing KnoxBox infrastructure, which would significantly increase costs and disrupt operational consistency.

We are requesting approval to process this purchase as a Sole Source in accordance with section 3.8 of the UC Procurement Policy, item (ii), a needed product is available from only one source of supply. Standardizing the use of the Knox Box eKey system will provide secure access, audit trail capabilities, and integration with KnoxConnect® management software.

We are requesting approval to submit a request to the BOCC, requesting approval to purchase the eKey system in the amount of \$133,298.68 in accordance with the sole source exemption process for the reasons listed above. If additional information is needed to assist with processing this request, please let us know.

Brian Matthews, County Manager:

Brian W. Matthews

Date:

8/1/25