

REQUEST FOR BID
BID NO. CIP 22-555
Security Key Management System

SEALED BIDS TO BE SUBMITTED BEFORE:
Tuesday, September 20, 2022, 2:00pm CST

TO THE:
BRAZOS COUNTY
PURCHASING DEPARTMENT
200 S. Texas Ave. Suite 352
Bryan, TX 77803
Phone: (979) 361-4290
Fax: (979) 361-4293

Respondents, their employees and/or representatives are prohibited from contacting any official or employee of Brazos County, except the Purchasing Agent, regarding this solicitation from the issuing date of the solicitation until scheduled oral presentations or the date the Brazos County Commissioners Court meets to consider award of the bid. Any such contact will be grounds for rejection of the Respondent's bid.

In compliance with this solicitation, the undersigned Respondent(s) having examined the solicitation and specifications and being familiar with the conditions to be met, hereby submits the following bid for furnishing the material and/or services listed on the attached Bid Form and agrees to deliver said items at the locations and for the prices set forth on the Bid Form.

Company Name: KeyTrak

By (Print): Steve Robinson Title: Vice President, Sales

Physical Address: 200 Quality Circle College Station, TX 77845

Mailing Address: 200 Quality Circle College Station, TX 77845

Telephone: 1-800-541-5033 Fax: 937-485-4040 E-Mail: salesadmin@keytrak.com

Bids will be received at the Brazos County Administration Building, Purchasing Department, 200 South Texas Ave Suite 352, Bryan, Texas prior to 2:00 p.m., Tuesday, September 20, 2022 at which time bids will be publicly opened and read aloud.

A. SCOPE OF BID

1. Bids are solicited for furnishing and installing a security key management system as set forth in this bid request in accordance with the following Conditions of Bidding.

B. CONDITIONS OF BIDDING

1. The following instructions apply to all bids and become a part of terms and conditions of any bid submitted to the Brazos County Purchasing Office, unless otherwise specified elsewhere in this bid request. All Respondent(s) are required to be informed of these terms and conditions and will be held responsible for having done so:
2. Definitions: In order to simplify the language throughout this bid, the following definitions shall apply:
 - a. **BRAZOS COUNTY** – Same as County.
 - b. **COMMISSIONERS COURT** – The elected officials of Brazos County, Texas given the authority to exercise such powers and jurisdiction of all County business as conferred by the State Constitution and Laws.
 - c. **CONTRACT** – An agreement between the County and a Contractor to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity specified.
 - d. **CONTRACTOR** – The successful Respondent(s) of this bid request.
 - e. **COUNTY** – The government of Brazos County, Texas and its authorized representative.
 - f. **SUB-CONTRACTOR** – Any contractor hired by the Contractor or supplier to furnish materials and services specified in the bid request.
 - g. **RESPONDENT** – Any supplier or vendor responding to the bid request.
3. Upon acceptance and approval by the Commissioners Court, this bid effects a working contract between Brazos County and the Contractor for the period designated.
4. Bids must be received by the Purchasing Office prior to the time and date specified. The mere fact that the bid was dispatched will not be considered; the Respondent(s) must have the bid actually delivered to and received by the Purchasing Department.
5. The County reserves the right to accept or reject in part or in whole, any bids submitted, and to waive any technicalities for the best interest of the County.

6. Brazos County shall not be responsible for any verbal communication between any employee of the County and any Respondent(s). Only written specifications and written price quotations will be considered. Respondent(s) with questions regarding the bid should submit them in writing via the Brazos Valley e-Marketplace at <https://brazosbid.ionwave.net>.
7. Brazos County reserves the right to reject any bid that does not fully respond to each specified item.
8. Respondent(s) must include Tax Identification Number for the bid to be valid.
9. Should there be a change in ownership or management; the Contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the Contract with its present provisions and prices. This Contract is nontransferable and may not be reassigned by either party.
10. The County may cancel this Contract at any time for any reason, provided a thirty-day written notice is given.
11. The bid award shall be based on, but not necessarily limited to, the following factors:
 - a. Unit Price
 - b. Extended price
 - c. Special needs and requirements of Brazos County
 - d. Results of testing samples (if required by Brazos County)
 - e. Delivery
 - f. References
 - g. Brazos County's experience with products bid
 - h. Respondent's past performance record with Brazos County
12. Although the cost of products to be provided is an essential part of the bid, Brazos County is not obligated to award a contract on the sole basis of cost but will award to Respondent considered to be the best value to Brazos County.
13. Acceptance of merchandise, work, and/or equipment provided shall be made by the County at the sole discretion of the Commissioners Court when all terms and conditions of the Contract and specifications have been met to its satisfaction, including the submission to the County of any and all documentation as may be required.
14. Title and risk of loss of the goods shall not pass to Brazos County until the County actually accepts and takes possession of the goods at the point or points of delivery.

15. This Contract shall be governed by the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this Contract, when applicable.
16. Bids must be submitted on quantities and units of measure specified by the bid documents. In the event of errors in extended prices the unit price shall govern. Any suggested change in quantity on the part of the Respondent(s) to secure better price or delivery is welcomed and may be given consideration provided that the bidder also bids on the quantity specified.
17. Bids must specify the number of consecutive calendar days required to deliver the commodities under normal conditions. Failure to specify delivery time will be considered reason enough to cause the bid to be disregarded. Delivery time quoted will be given consideration in awarding a contract. If delivery is not made within a reasonable time of the specified delivery in the bid, the entire order or contract may be canceled, and the Contractor barred from bidding in future solicitations.
18. Bids cannot be altered after receiving time. No bid may be withdrawn after opening time without acceptable reason and with the approval of the Purchasing Agent.
19. **Bids must be submitted on this form and returned in a sealed envelope clearly marked with Respondent Name and Bid Number to ensure proper recognition upon its arrival. Bids will not be considered if submitted by telephone, fax or any other means of rapid dispatch, nor will a bid be considered if submitted to any other person or department other than specifically instructed. Bids not received prior to the expressed date and time listed in this bid will be rejected or returned unopened to the Respondent(s). Bids submitted to any other person or department other than the Brazos County Purchasing Department will not be accepted.**
20. It is the Respondent's sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda, and special notices. The Certification of Bid Form must be completed to include full firm name, mailing address, telephone number, email address, Vendor Tax Identification number and signed by an authorized representative of the firm. Failure to provide signature on the Certification of Bid Form renders bid non-responsive. Failure to complete the submission of all required forms, including but not limited to the Reference Page, House Bill 89 & Debarment Verification form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents may be grounds for rejection of entire bid. By submitting a response to this solicitation, the Respondent(s) agrees to comply with HB

1295, Government Code 2252.908, if awarded a contract. Respondent(s) agrees to provide Brazos County the "Certificate of Interested Parties", Form 1295 as required, for renewals, amendments or extensions to the Contract.

Visit https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.

21. In the event of a needed change in the specifications sent to the bidder, it is understood that all the foregoing terms shall apply to the addendum or addenda. Any interpretation, corrections or changes to these specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the Brazos County Purchasing Agent, authorized to do so by the Commissioner's Court. Addenda will be made available using the same distribution method used to post or make available the original solicitation. Bidders shall acknowledge receipt of all addenda or their proposal may be considered non-responsive.
22. It is our policy not to furnish bid results over the phone. Bid results and tabulation sheets will be posted on the Brazos Valley e-Marketplace (<https://brazosbid.ionwave.net>) after bid award by Commissioner's Court.
23. The Contractor agrees to extend prices and terms to all entities that has entered or will enter into joint purchasing inter-local cooperation agreement(s) with Brazos County.
24. Three (3) references are to be provided by Respondent. Failure to submit references may result in disqualification of bid. Brazos County department references will not be accepted.
25. Contractor shall observe and comply with all federal, state and local laws, safety, and health regulations, ordinances, and all regulations which in any manner effect conduct of the work or services being performed.
26. Any subcontracting must be approved prior to commencement of the Contract by Brazos County.
27. Any variation from the specifications in this bid document must be indicated on the bid or on a separate attachment to the bid and labeled as such.
28. Any brand name, or manufacturer's reference used is considered to be descriptive – not restrictive – and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered only if it is noted in the bid documents and accompanied by fully descriptive product literature. All substitutions will contain the same active ingredients in the same percentages or quantity of the items listed in the bid. If notation of substitution in not made, it is assumed the Respondent(s) is bidding the item specified.

29. The County does not guarantee to purchase any minimum or maximum quantities. If any quantities are listed in the bid, they are estimated quantities used for calculating purposes only.
30. In the event the Contractor is unable to furnish any item within a reasonable time after order is placed due to strikes, war or any reason beyond the Contractor's control, the County reserves the right to purchase these items from any source, without causing this Contract to be canceled.
31. Brazos County will only be required to pay for materials actually received and/or services actually provided. Brazos County shall not be required to pay for materials or services described in the contract that are not used or provided by the Contractor in completion of the Contract. This term supersedes any contradicting terms throughout the Contract and/or any attachments.
32. The Contractor should submit itemized invoices with clearly marked remittance copies to the following address:

Brazos County
ATTN: Auditors
P.O. Box 914
Bryan, TX 77806

Statements of accounts will not be sufficient to warrant payment. Unless other arrangements have been made; all invoices to be paid in full within 30 days after satisfactory delivery of commodities and or services and receipt of invoice at the listed address. Checks will be made payable to the Contractor only, and shall not include sub-contractors, assignees, or any other party.

33. As a governmental subdivision, Brazos County is exempt from most types of taxes, including but not limited to sales tax, excise tax, and import duties. Such costs must not be included in bid prices. Tax Exemption Certificates can be obtained upon request from County.
34. Upon award of Contract for any commodity or materials purchased by Brazos County, the Contractor agrees to protect the County from any claim involving patent right infringement, copyright infringement, sales franchise disputes.
35. Unless otherwise specified, all items ordered from the Contractor must be new, unused, and in first class condition. Products usually packaged for commercial sale shall be furnished in proper container so as to facilitate storage and handling.

36. This bid shall be governed by the laws of the State of Texas and Potential Respondent(s) and the subsequent Contractor(s) are advised they may have disclosure requirement pursuant to Texas Local Government Code, Chapter 176. This law requires persons desiring to do business with the County to disclose any gifts that have an aggregate value in excess of \$250.00 given to any employee of the County, County Official to the County Official's family members or employment of any employee of the County, County Official or the County Official's family members during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Brazos County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law.
37. Venue for any dispute, shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.
38. Respondent(s) understands that Brazos County is a governmental entity subject to Texas State and Federal public information statutes. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this bid and/or subsequent contract and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter. This provision is mandatory and may not be altered or deleted, as required by Sec. 552.372(b) of the Texas Government Code.
39. Notwithstanding any provisions contained herein, the obligations of Brazos County are expressly contingent upon the availability of funding for the obligations contained herein for the term of the contract and any extensions and renewals thereto.
40. The Contractor shall perform and require all subcontractors to perform the work in accordance with applicable laws, codes, ordinances, and regulations of the State of Texas and the United States and in compliance with OSHA and other laws as they apply to its employees. In the event any of the conditions of the specifications violate the code for any industry, then such code conditions shall prevail.
41. The Contractor shall follow all applicable state and federal laws, municipal ordinances, and guidelines concerning soil erosion and sediment control throughout the Project and warranty term.

C. INSURANCE REQUIREMENTS

1. The Contractor shall instruct his insurance agent or carrier to furnish to the County a Certificate of Insurance attesting to the issuance of the following parts of this section. Please note that such Certificates of Insurance and any required bonds must be issued and

then approved by Brazos County Risk Management. The Certificate of Insurance must be approved by Risk Management before any deliveries can be made.

2. The Contractor shall furnish and keep in full force the following insurance during the term of this Contract:
 - a. Statutory Workmen's Compensation and \$1,000,000 Employer's Liability Insurance with waiver of subrogation.
 - b. General Liability with limits for bodily injury and for property damages of not less than \$1,000,000 aggregate, \$500,000 each occurrence with Brazos County named as an additional insured and waiver of subrogation.
 - c. Commercial Automotive Liability with \$500,000 CSL for Bodily Injury and Property Damage Liability with Brazos County named as additional insured.
 - d. Cargo Insurance to sufficiently cover materials transported.
 - e. Cyber Liability Insurance, with limits not less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Contractor receives notification of award.

3. The Contractor agrees to release and hold harmless Brazos County from any and all claims and liability due to the acts of the Contractor's employees and the operation of his equipment. The Contractor also agrees to hold harmless Brazos County from any and all expenses, including attorney fees, incurred by Brazos County in litigation or otherwise resisting such claims or liabilities as a result of the Contractor's employees' activities. Further, the Contractor agrees to protect, indemnify and hold harmless Brazos County from and against all claims, demands and causes of action of every kind and character brought by any employees of the Contractor against Brazos County due to personal

injuries and/or death to such employee resulting from any neglect act, by either commission or omission on the part of the Contractor or Brazos County.

D. REFERENCES

Respondent(s) shall provide a list of at least three (3) references, where work comparable in quality and scope to that specified has been performed within the past five (5) years. This list should include the names, phone number and email of the company/entity for which the prior work was performed to contact these references. A negative reference may be grounds for disqualification of bid. Respondent(s) are not allowed to use Brazos County as a reference.

Company/Entity: Kyle Correctional Center
Contact: Major Amanda Davilla
Phone: 713.223.0401
Email: Amanda.Davilla@mtc-trains.com

Company/Entity: Manor Police Department
Contact: Captain Denver Collins
Phone: 512-272-5555
Email: dcollins@manor-tx.gov

Company/Entity: City of College Station
Contact: Martha Hennessey / Thomas Bowman
Phone: 979.764.3600
Email: _____

E. SPECIFICATIONS & QUOTE

1. Provide and Install seven (7) secure key boxes for the Detention Facility. This shall include:
 - a. Six (6) boxes must have the capability for at least twenty-four (24) detention keys.
 - b. One (1) box must have capacity for at least forty (40) detention keys.
 - c. All key boxes must operate via touchscreen monitor.
 - d. All key boxes must have built-in biometric fingerprint reader.
 - e. All key boxes must have motion-activated video camera.
 - f. All key boxes must have ID card scanner reader.
 - g. All key boxes must automatically enter all transactions into a hosted database along with video and or voice recordings. Contractor shall store transaction, video, and/or voice logs on server and provide access to any administration user from Brazos County Detention Center computer.
 - h. All key boxes must sync with each other and be wired in.
 - i. All key boxes must have a user-friendly web-based software. Software should be easy and quick to navigate. An administrator user should be able to log in from any Brazos County Detention Center computer in order to make changes or access records and information.
 - j. All key boxes shall notify users and supervisors when keys have not been returned by email notification. Time frame of notification should be customizable by the Brazos Detention Center administrator user.
 - k. Contractor must provide installation and training for all key boxes, components, and software.
 - l. All key boxes must be mounted to sheetrock, brick, metal, and/or woods walls.

2. PRICE FOR ONE (1) KEY BOX WITH TWENTY-FOUR (24) SECURE KEY RINGS SLOTS. PRICE SHOULD INCLUDE EQUIPMENT, INSTALLATION, AND TRAINING.

\$ 12,040 /EA

F. V.T.C.A. LOCAL GOVERNMENT CODE §262.0276

THIS SECTION MUST BE COMPLETED. FAILURE TO COMPLETE THIS SECTION WILL DISQUALIFY THE BID.

Brazos County shall refuse to enter into a contract or other transaction with a person who owes a debt to the County per V.T.C.A Local Government Code §262.0276.

1. This refusal to award a contract to or enter into a transaction with a person, pertains to an apparent low bidder or successful proposer that is indebted to the County;
2. "Person" includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with the County requiring approval by the Commissioner's Court;
3. "Debt shall include delinquent taxes, fines, fees, or delinquencies arising from written agreements with the County.
4. Prior to award of a contract by the Commissioners' Court, the Purchasing Department will request a statement of account from the Brazos County Tax Office.
5. Any "debt" as defined above, that is reflected on the statement of account, will be documented and placed in the bid file. The bid or proposal from the person with the debt shall be considered "non-responsive" and "not responsible", eliminating it from any further consideration of award.
6. These provisions shall apply to any "person" owned, partially owned, managed, operated or represented by a "person" indebted to the County.

Please list all the names of the individuals that have ownership, officers, managers, and board of directors that you have associated with your entity below.

Name	Title (Owner, Officer, Director, Manager, Etc.)
Tommy Barras	CEO and Chairman
Chris Walsh	President
William Daughters	COO and Exec VP of Ops
Sheri Robinson	CFO and Sr. VP of Accounting
Eric Edwards	CTO and Exec VP of Tech
Dave Bates	Chief Customer Ambassador

Full list @ www.reyrey.com/company

G. LEGISLATIVE CERTIFICATIONS

Brazos County is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's Excluded Parties List System (EPLS, <https://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov>. The undersigned affirms the non-debarment statement above, that they are duly authorized execute this contract.

The company representative below further affirms, that the company submitting this proposal, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, and 2274.002 Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made or ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.
3. If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required.

Company Name: Keytrak

Authorized Company Representative: Steve Robinson

Address: 200 Quality Circle

College Station, TX 77845

Signature: *Steve Robinson*
[eSigned - 9/16/2022 17:34 GMT]

Date: 9/16/2022

Contract #: CIP 22-555

H. CERTIFICATION OF BID

The undersigned affirms that they are duly authorized to execute this Contract, that this bid has not been prepared in collusion with any other vendor and that the contents of this bid have not been communicated to any other vendor prior to the official opening of this bid.

Signed By: Steve Robinson
[eSigned - 9/16/2022 17:34 GMT]

Typed Name: Steve Robinson Title: Vice President, Sales

Company Name: KeyTrak

Phone: 1-800-541-5033

Mailing Address: 200 Quality Circle

College Station, TX 77845

Email Address: salesadmin@keytrak.com

Vendor Tax Identification Number: 20-196-5421

END OF BID REQUEST NO. CIP 22-555 SECURITY KEY MANAGEMENT SYSTEM

By signing below, Brazos County agrees that this bid, CIP 22-555 will be awarded as dictated on the associated bid tabulation sheet, to the Respondent whose name appears above and both parties agree to terms and conditions contained herein.

By: _____

Brazos County Commissioner's Court: _____

Date: _____

Attest: _____

Brazos County Clerk: _____

I. The following items should be completed and included in your bid submission. Failure to include these items will disqualify your bid.

- ☐ **References (Section D)**
- ☐ **Quote and additional information (Section E)**
- ☐ **V.T.C.A. Local Government Code §262.0276 for Tax Verification (Section F)**
- ☐ **Legislative Certifications (Section G)**

- ☐ **All Addendums (if applicable)**
- ☐ **Certification of Bid (Section H)**

CONSENT AND NOTICE REGARDING ELECTRONIC COMMUNICATIONS

1. CONSENT TO ELECTRONIC DELIVERY

Documents and Disclosures. Over the course of this transaction, we will provide you documents related to the purchase and finance of goods and services ("Documents"). The Documents may include (1) a credit application; (2) notice of credit decision; (3) sale Documents; (4) credit Documents, such as a retail installment sale contract, (5) ACH authorizations; and (6) other Documents relating to the purchase of goods and services.

With your consent, we will provide you one or more Documents electronically, in PDF form, as part of your purchase and financing. The Documents you receive will contain important information and required federal and state disclosures that apply to your purchase. Please review them carefully.

System Requirements. You acknowledge and agree that you have the following hardware and software to access and retain Documents from us:

- Internet access with 128-bit encryption
- Email access with an active email account
- Adobe Acrobat Reader or compatible software to view PDF files
- Password from us
- Ability to Save or Print

Your Consent is Required. You must consent to receiving the Documents electronically in order to complete this transaction online. To consent to receive electronic Documents, please print or download this Agreement and click "I Consent" below. By selecting "I Accept," you agree to receive electronic Documents and disclosures instead of in paper form.

Right to Withdraw Consent; Right to Receive Paper Documents. You do not have to consent to receive Documents electronically. You have the right to withdraw your consent to receive electronic Documents at any time. You have the right to request paper copies of Documents. We will not charge you any fees for providing a paper copy.

Consequences of Not Providing or Withdrawing Consent. If you do not consent or withdraw your consent to receive Documents electronically before you sign your retail installment contract, you will be required to visit our dealership to sign paper Documents.

Contacting Us to Withdraw Consent, Receive Paper Copies, or Update Your information. You may contact your current Reynolds and Reynolds business contact to (1) withdraw your consent to conduct the transaction electronically; (2) to obtain paper copies of electronic Documents; or (3) to update your contact information. To discontinue this transaction online, you may also click "Opt-Out" at any time from the Document Dashboard within the signing portal.

2. CONSENT TO ELECTRONIC SIGNATURE AGREEMENT

By selecting "Accept", you agree to use electronic records and electronic signatures to conduct your purchase and financing or lease with us. You agree your electronic signature is the legal equivalent to your manual signature on this Agreement. Your electronic signatures on electronic records will have the same effect as signatures on paper Documents. You agree to be legally bound by this Agreement's terms and conditions.

3. CONSENT TO RECEIVE ELECTRONIC DELIVERY OF SIGNED DOCUMENTS

By selecting "Accept", you also agree to receive copies of your signed Documents by email, in the same format as this Document, which can be downloaded or printed for your records. You acknowledge you can receive and print or save the copies. You may choose to receive paper copies of signed Documents. To receive paper copies, contact your current Reynolds and Reynolds business contact.

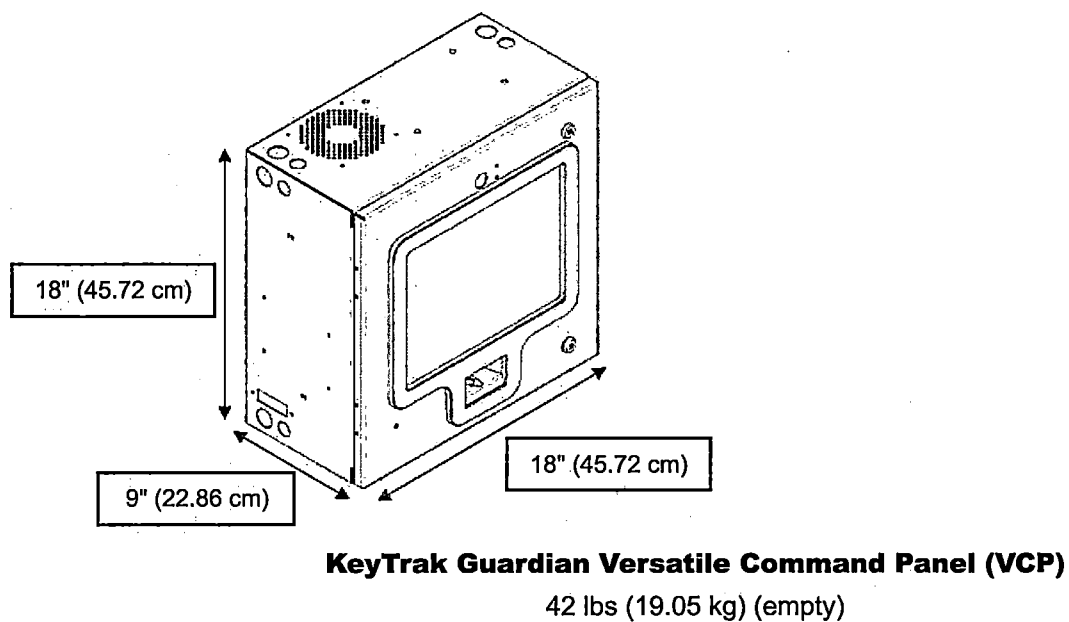
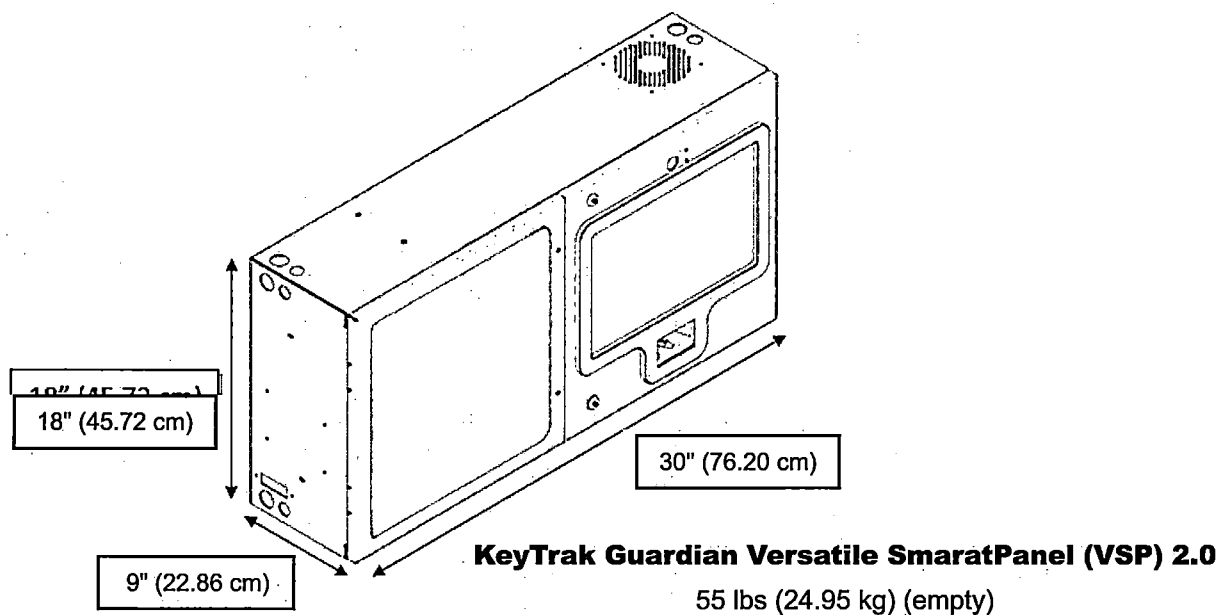


KEYTRAK GUARDIAN EQUIPMENT DIMENSIONS GUIDE

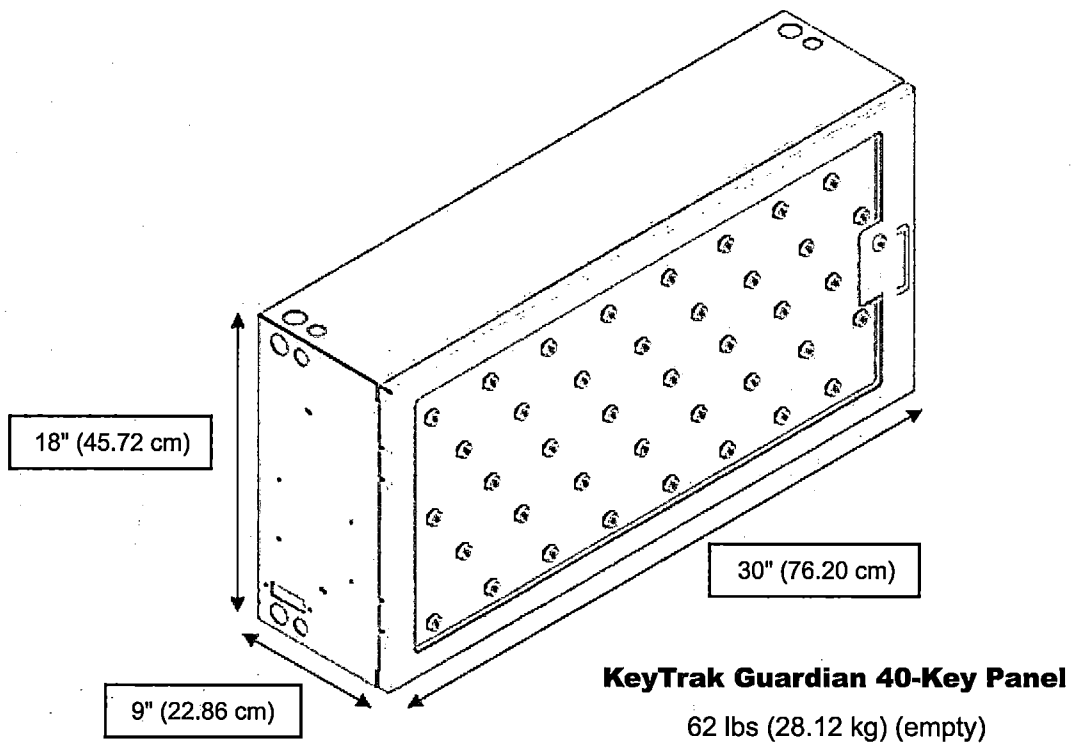
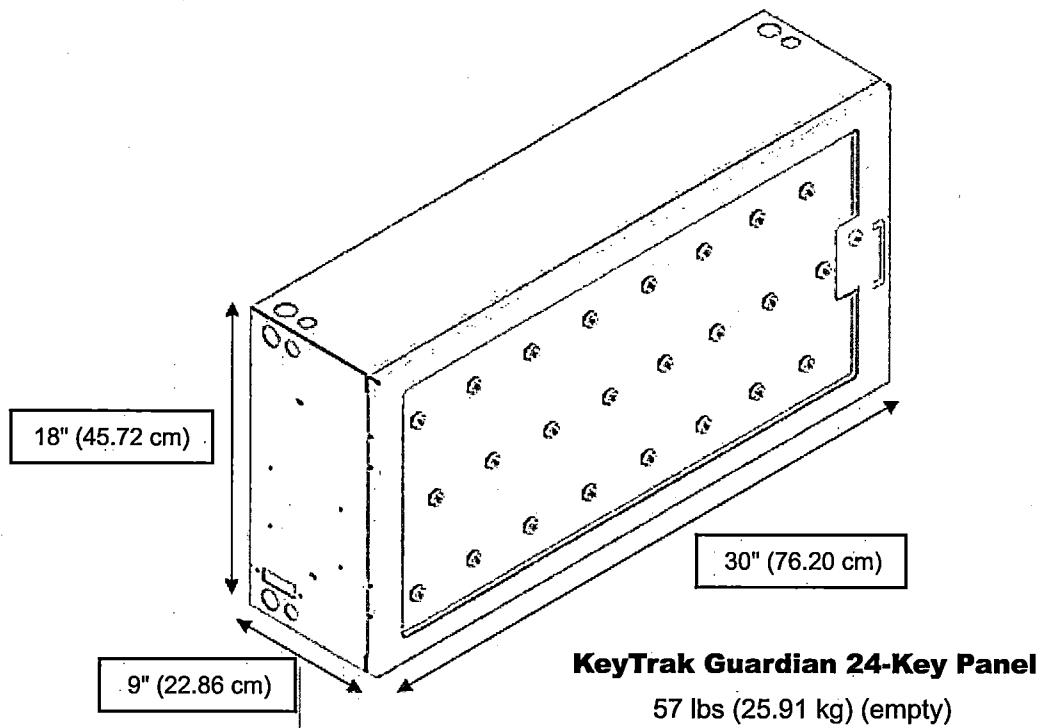
Use this guide to determine how much wall or desk space some of our KeyTrak Guardian system components require. If you're building a custom frame or cabinet, you'll also find diagrams of power/data knockout locations.

KEYTRAK GUARDIAN EQUIPMENT DIMENSIONS

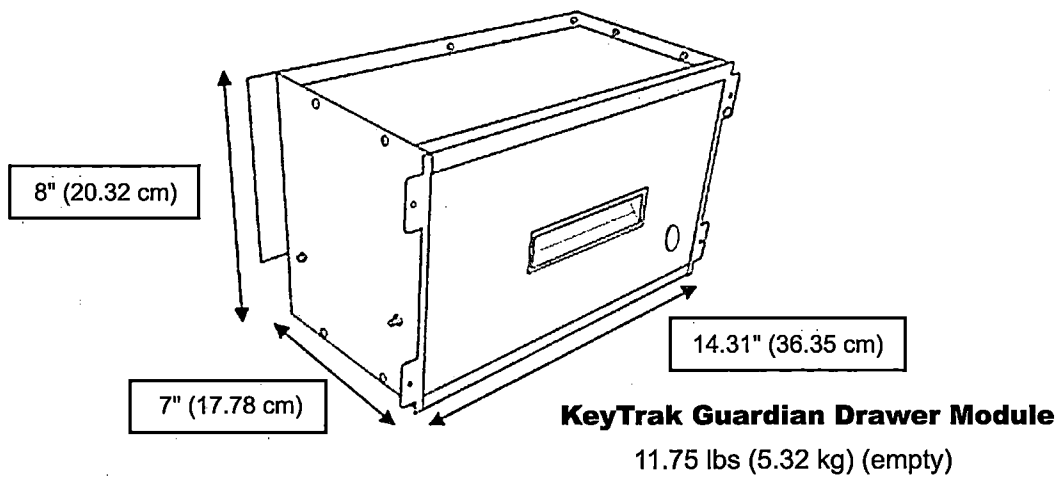
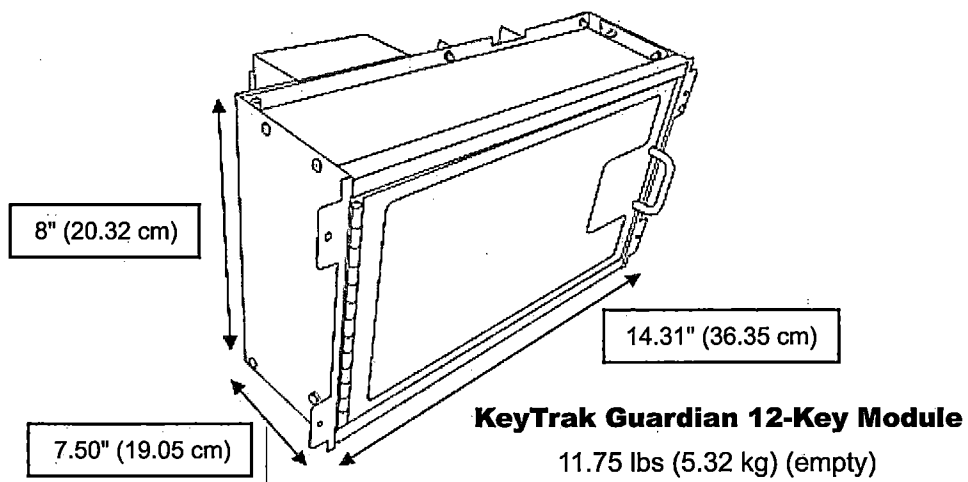
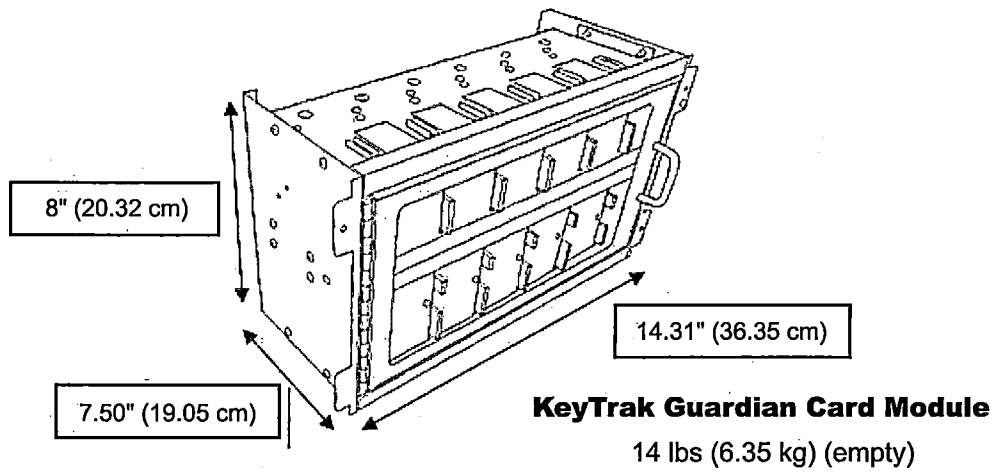
Bases



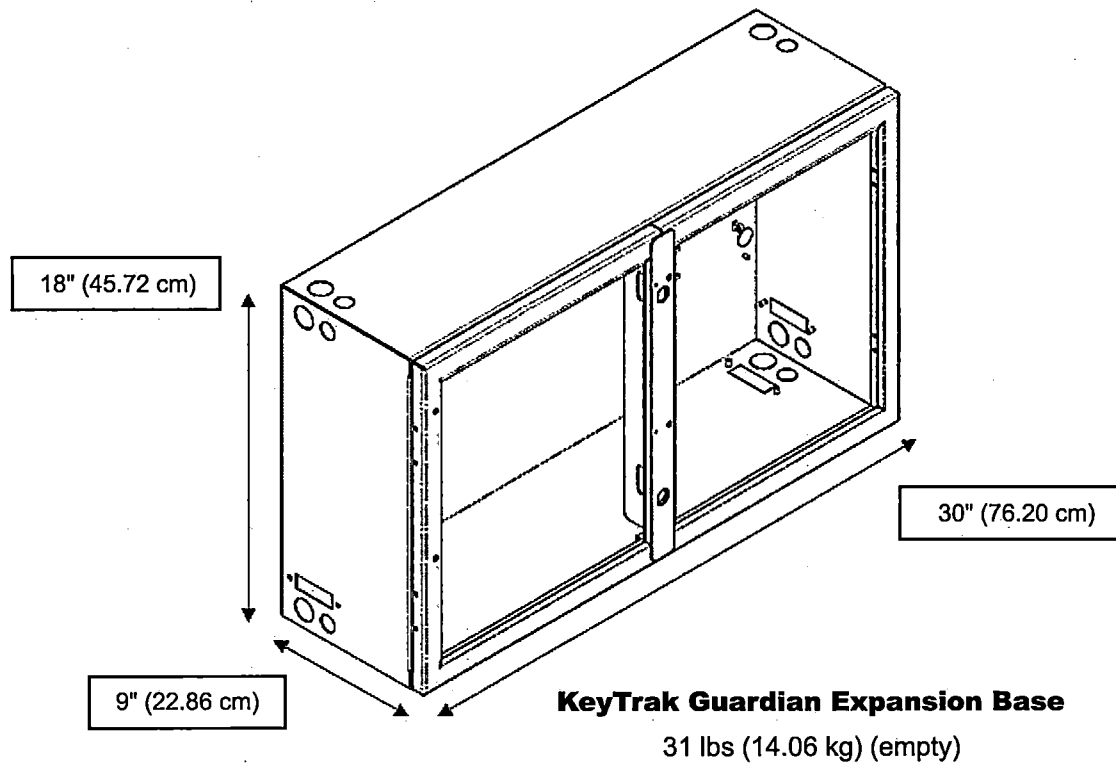
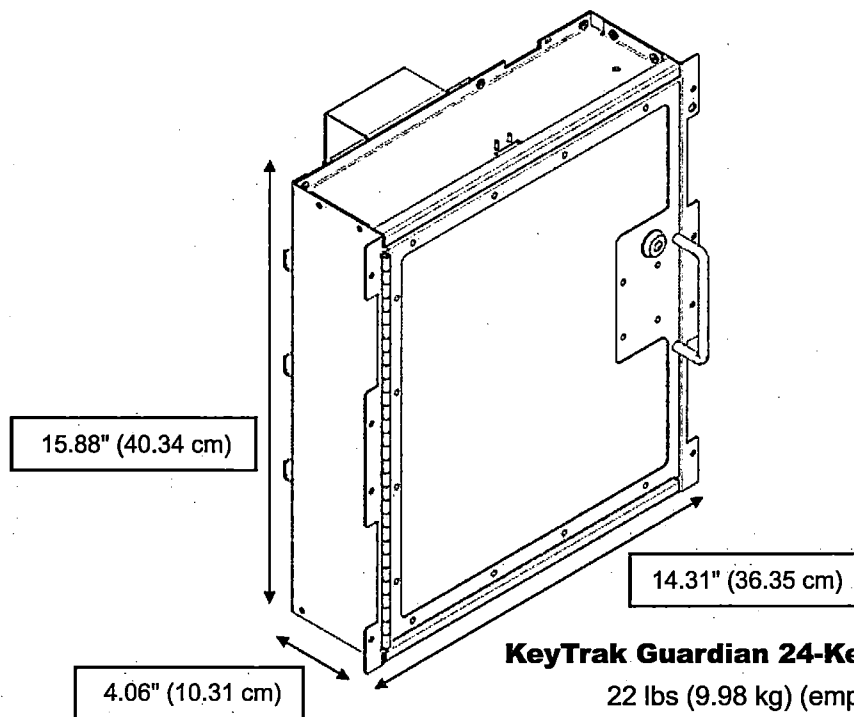
Key Panel Modules



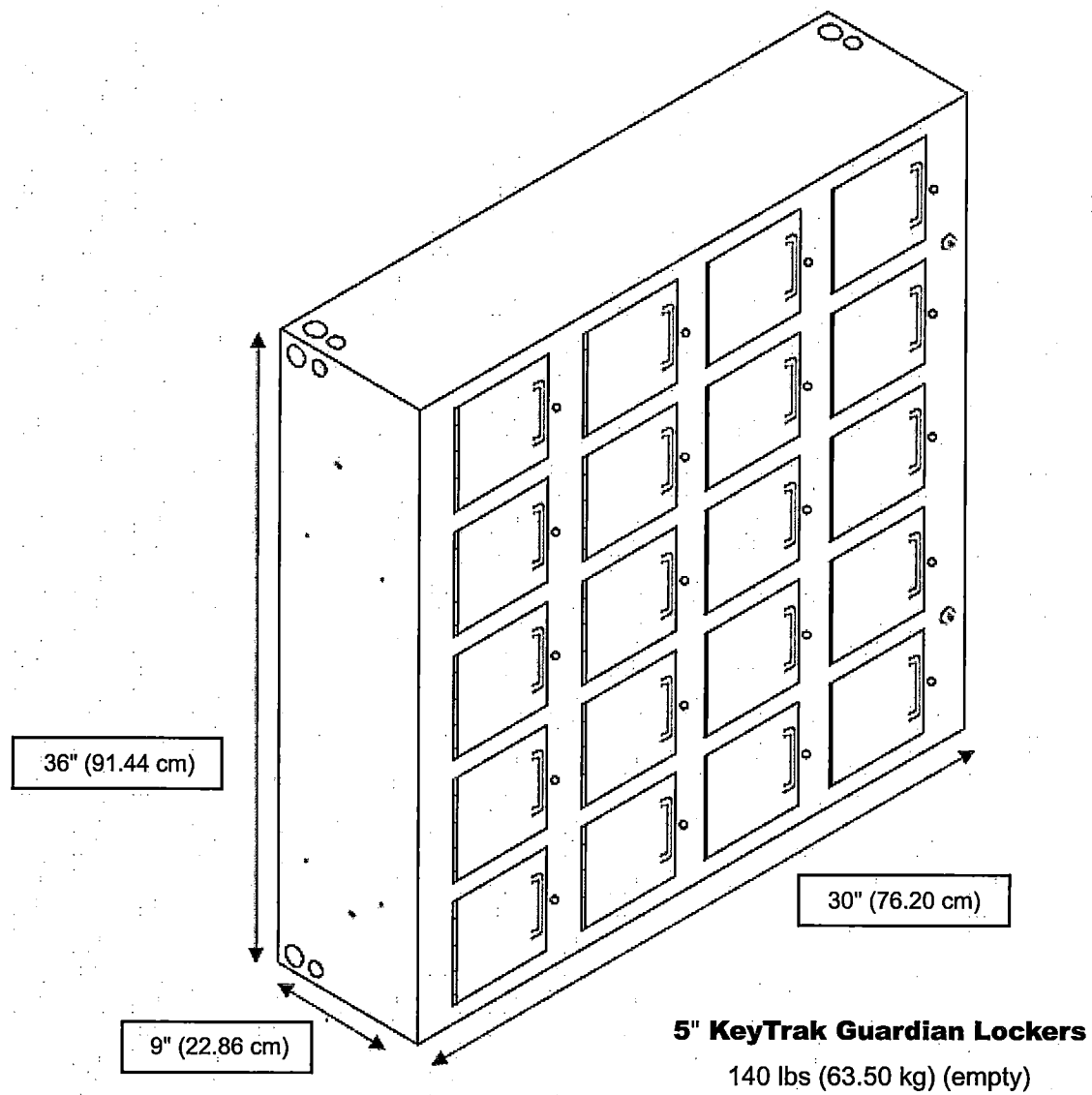
VSP 2.0 Modules



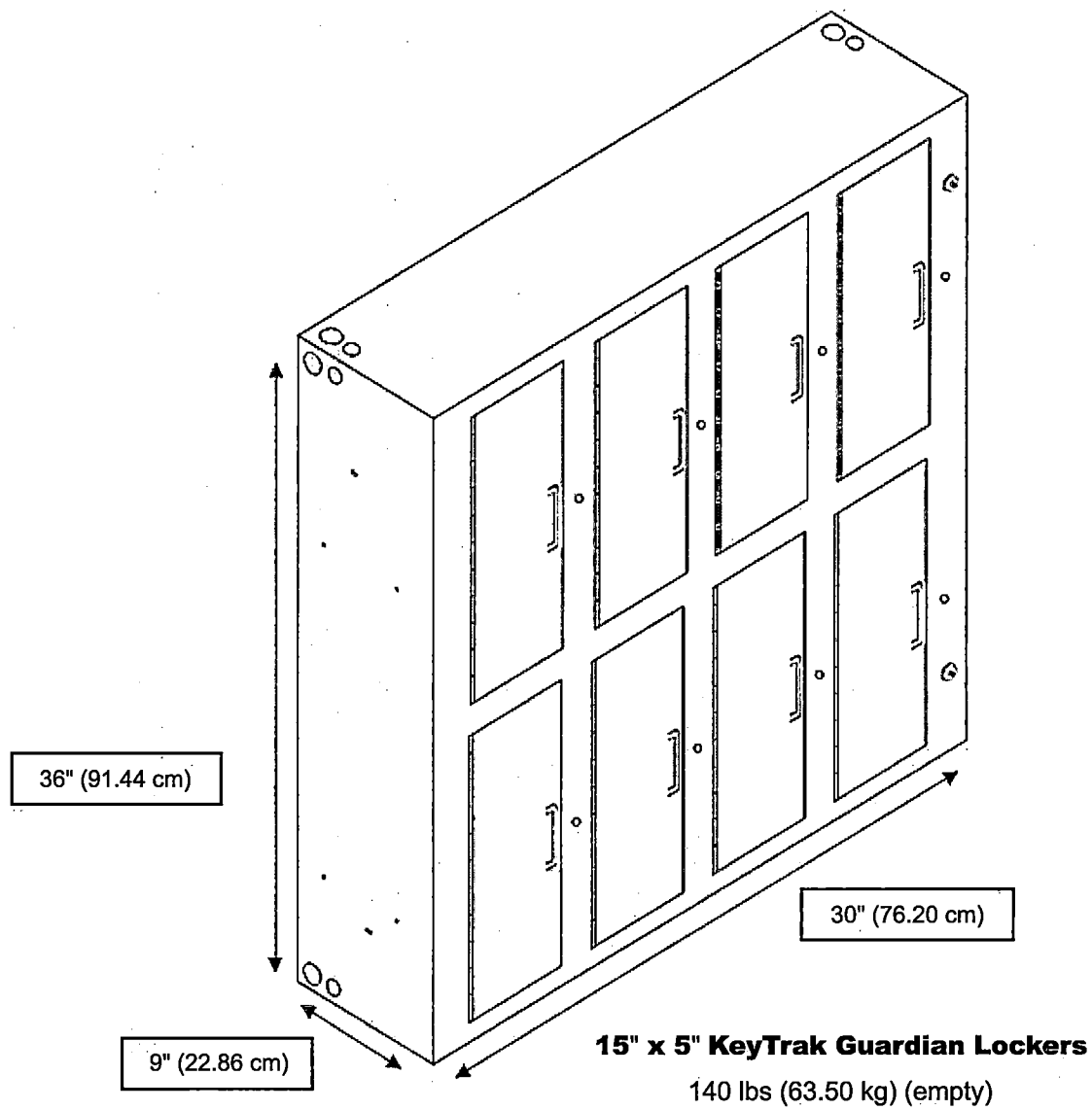
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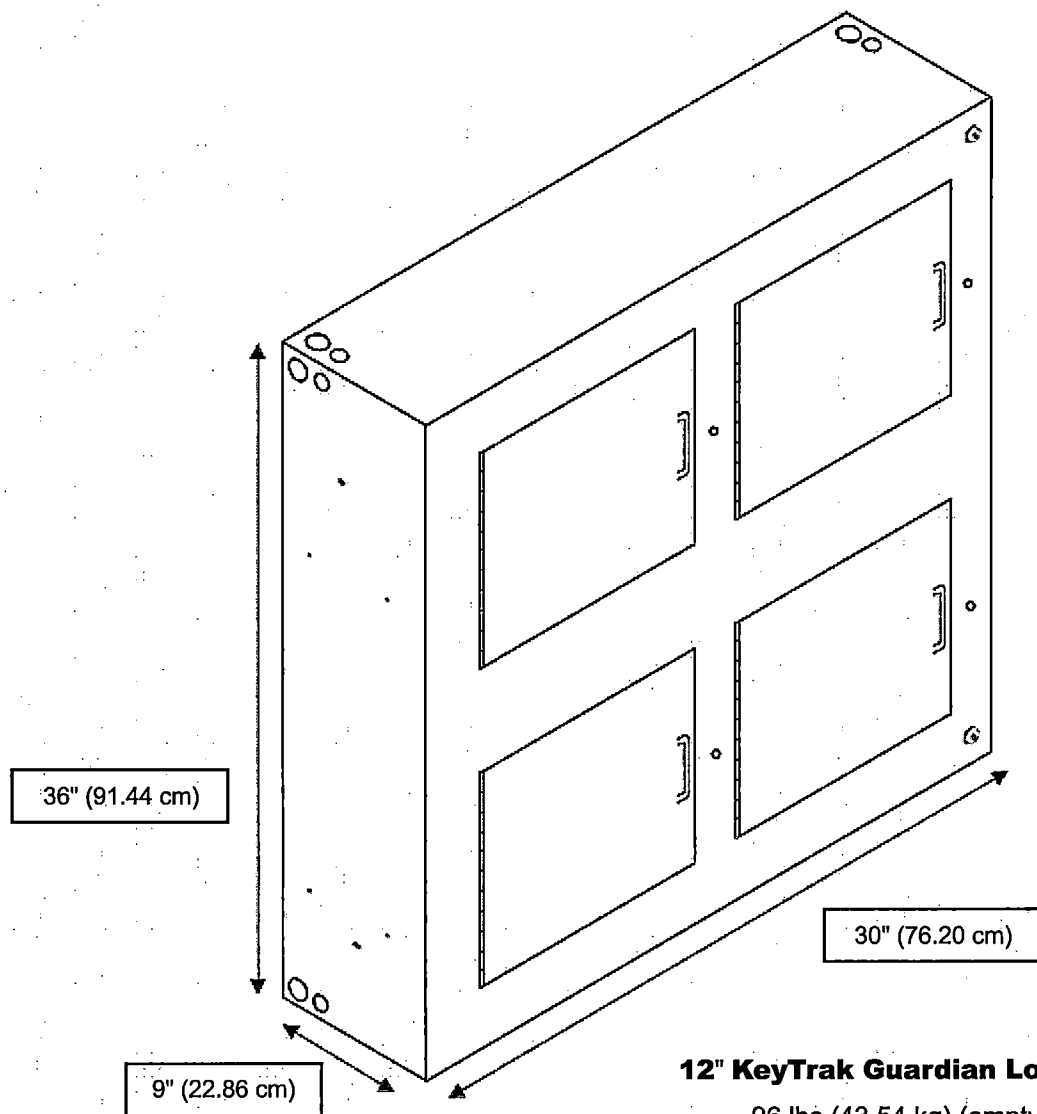
Locker Modules



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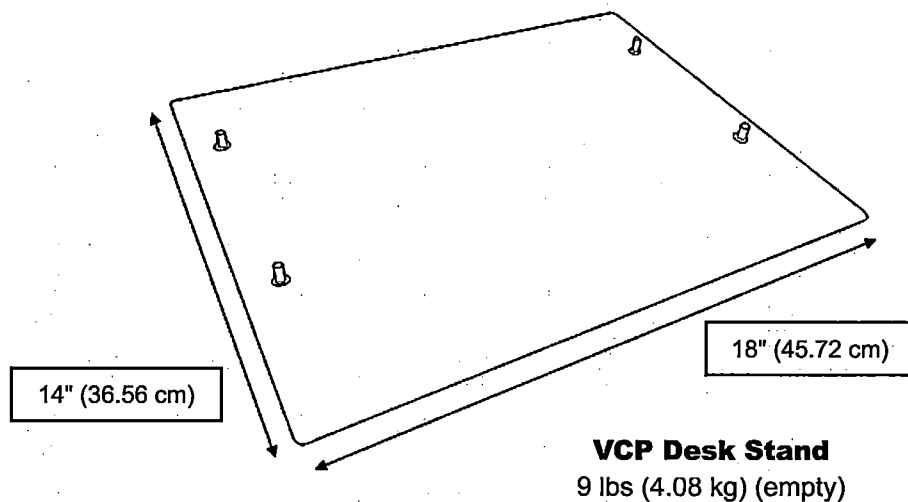


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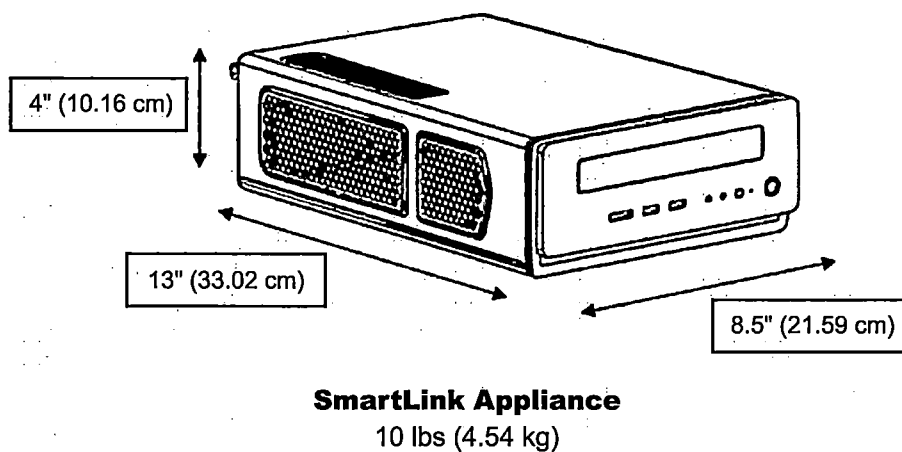


12" KeyTrak Guardian Lockers
96 lbs (43.54 kg) (empty)

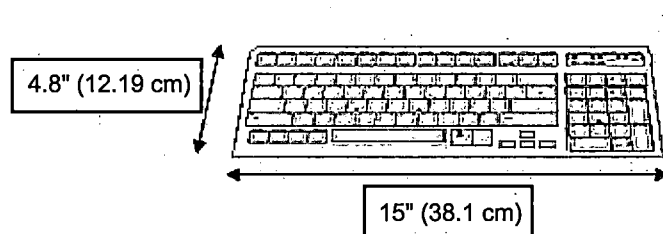
VCP Stand



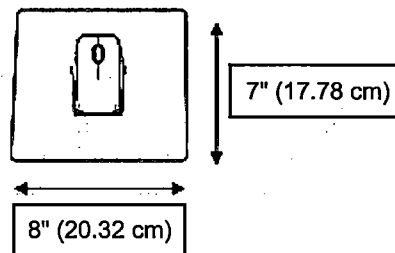
SmartLink Appliance



Peripherals



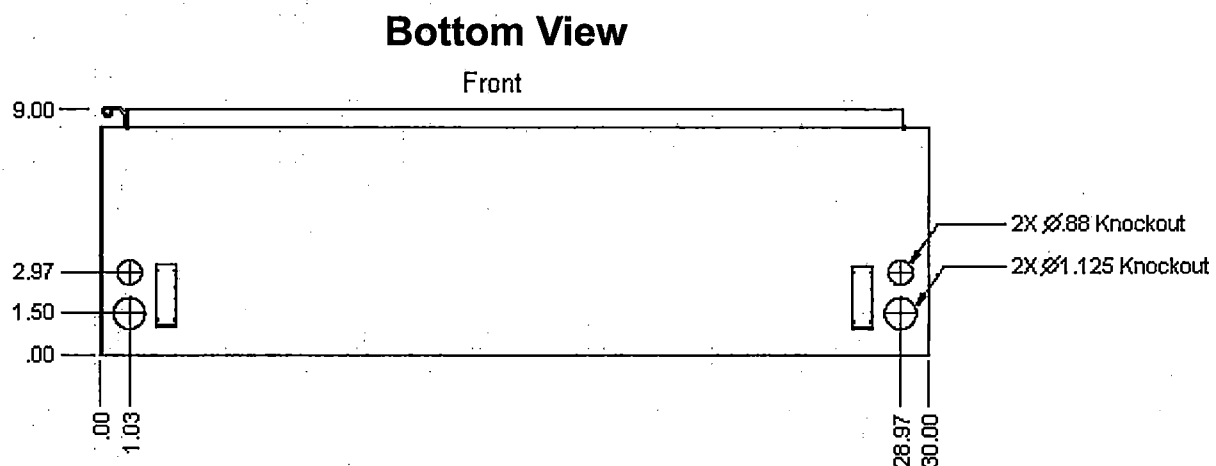
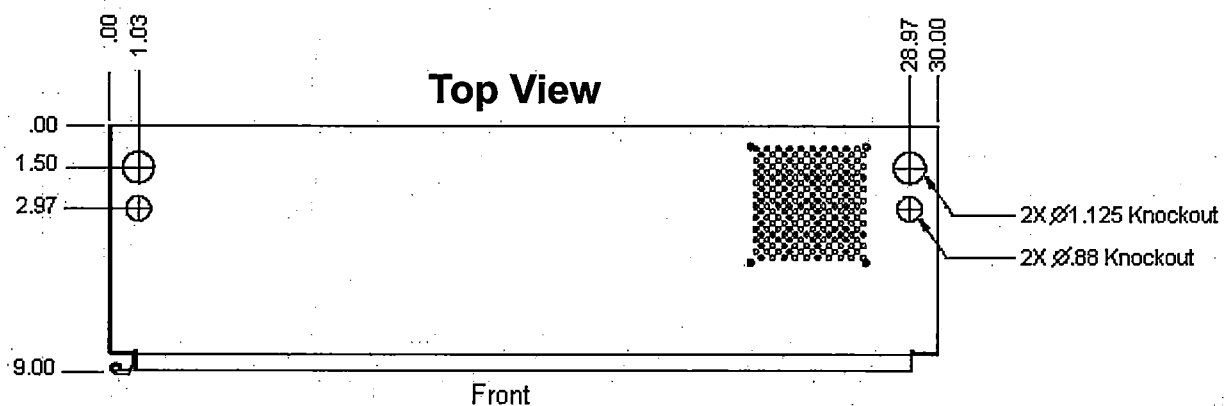
Wireless Keyboard
Without Batteries: 1.19 lbs (.54 kg)



Wireless Mouse and Mousepad
Without Batteries: .18 lbs (.34 kg)

Power/Data Knockout Locations

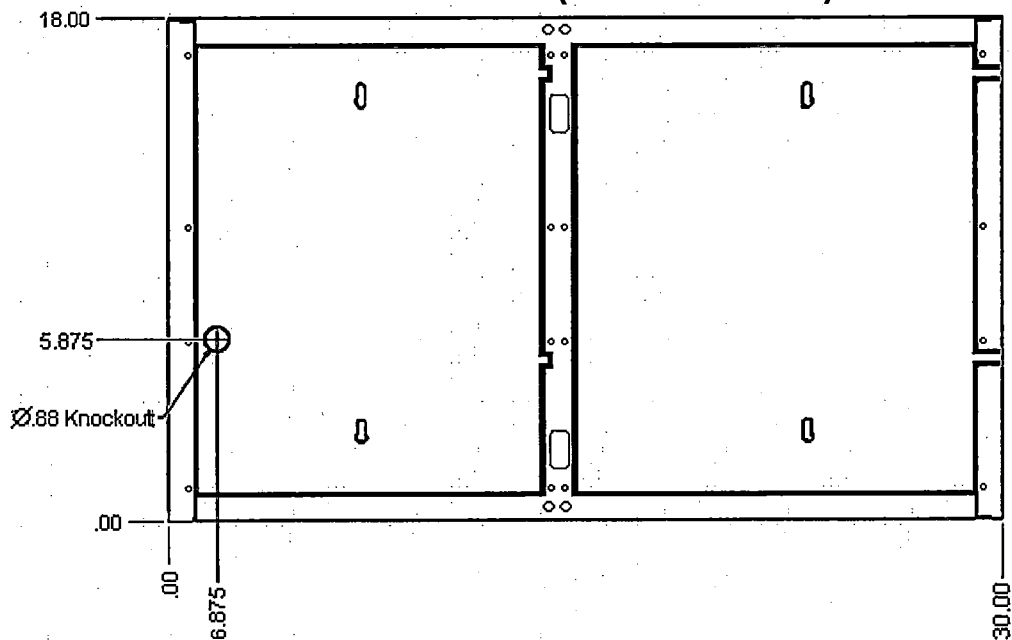
VSP 2.0 and Expansion Base (1 of 3)



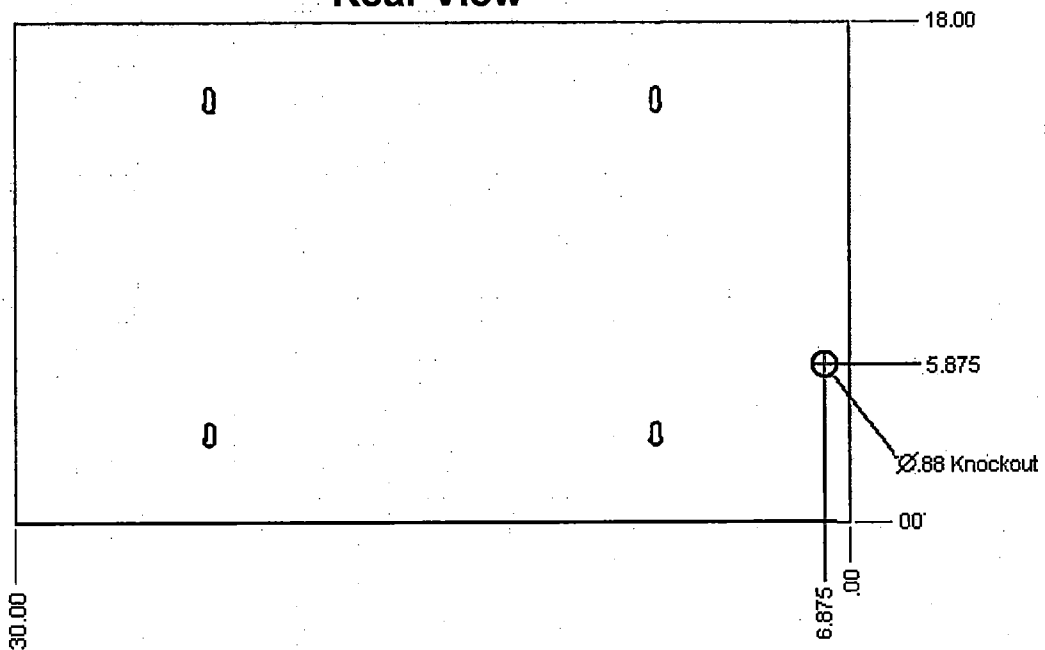
All measurements in inches

1 **2** **3** **4** **5** **6** **7** **8** **9** **10** **11** **12** **13** **14** **15** **16** **17** **18** **19** **20** **21** **22** **23** **24** **25** **26** **27** **28** **29** **30** **31** **32** **33** **34** **35** **36** **37** **38** **39** **40** **41** **42** **43** **44** **45** **46** **47** **48** **49** **50** **51** **52** **53** **54** **55** **56** **57** **58** **59** **60** **61** **62** **63** **64** **65** **66** **67** **68** **69** **70** **71** **72** **73** **74** **75** **76** **77** **78** **79** **80** **81** **82** **83** **84** **85** **86** **87** **88** **89** **90** **91** **92** **93** **94** **95** **96** **97** **98** **99** **100** **101** **102** **103** **104** **105** **106** **107** **108** **109** **110** **111** **112** **113** **114** **115** **116** **117** **118** **119** **120** **121** **122** **123** **124** **125** **126** **127** **128** **129** **130** **131** **132** **133** **134** **135** **136** **137** **138** **139** **140** **141** **142** **143** **144** **145** **146** **147** **148** **149** **150** **151** **152** **153** **154** **155** **156** **157** **158** **159** **160** **161** **162** **163** **164** **165** **166** **167** **168** **169** **170** **171** **172** **173** **174** **175** **176** **177** **178** **179** **180** **181** **182** **183** **184** **185** **186** **187** **188** **189** **190** **191** **192** **193** **194** **195** **196** **197** **198** **199** **200** **201** **202** **203** **204** **205** **206** **207** **208** **209** **210** **211** **212** **213** **214** **215** **216** **217** **218** **219** **220** **221** **222** **223** **224** **225** **226** **227** **228** **229** **230** **231** **232** **233** **234** **235** **236** **237** **238** **239** **240** **241** **242** **243** **244** **245** **246** **247** **248** **249** **250** **251** **252** **253** **254** **255** **256** **257** **258** **259** **260** **261** **262** **263** **264** **265** **266** **267** **268** **269** **270** **271** **272** **273** **274** **275** **276** **277** **278** **279** **280** **281** **282** **283** **284** **285** **286** **287** **288** **289** **290** **291** **292** **293** **294** **295** **296** **297** **298** **299** **300** **301** **302** **303** **304** **305** **306** **307** **308** **309** **310** **311** **312** **313** **314** **315** **316** **317** **318** **319** **320** **321** **322** **323** **324** **325** **326** **327** **328** **329** **330** **331** **332** **333** **334** **335** **336** **337** **338** **339** **340** **341** **342** **343** **344** **345** **346** **347** **348** **349** **350** **351** **352** **353** **354** **355** **356** **357** **358** **359** **360** **361** **362** **363** **364** **365** **366** **367** **368** **369** **370** **371** **372** **373** **374** **375** **376** **377** **378** **379** **380** **381** **382** **383** **384** **385** **386** **387** **388** **389** **390** **391** **392** **393** **394** **395** **396** **397** **398** **399** **400** **401** **402** **403** **404** **405** **406** **407** **408** **409** **410** **411** **412** **413** **414** **415** **416** **417** **418** **419** **420** **421** **422** **423** **424** **425** **426** **427** **428** **429** **430** **431** **432** **433** **434** **435** **436** **437** **438** **439** **440** **441** **442** **443** **444** **445** **446** **447** **448** **449** **450** **451** **452** **453** **454** **455** **456** **457** **458** **459** **460** **461** **462** **463** **464** **465** **466** **467**

Front View (Without Door)



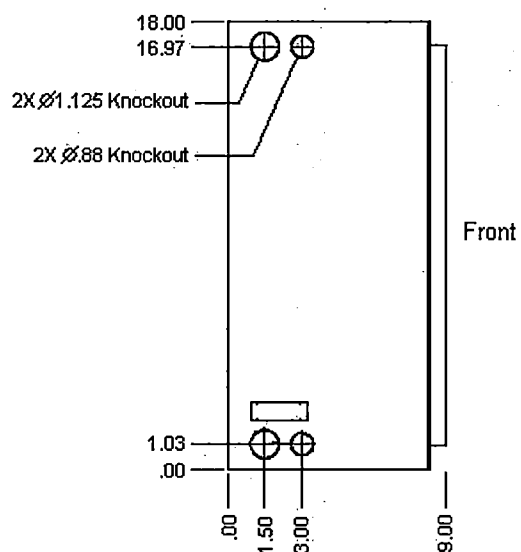
Rear View



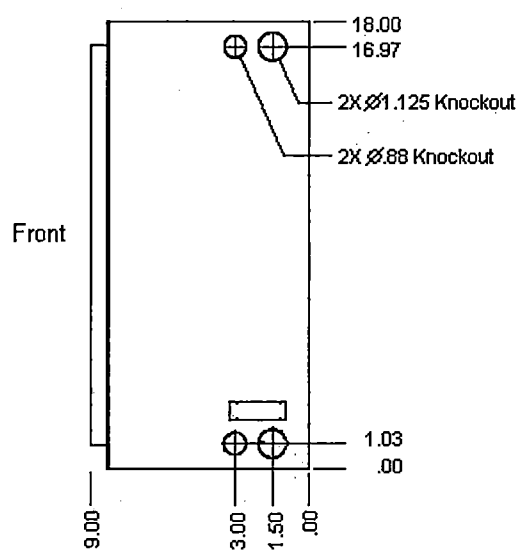
All measurements in inches

VSP 2.0 and Expansion Base (3 of 3)

Left Side View

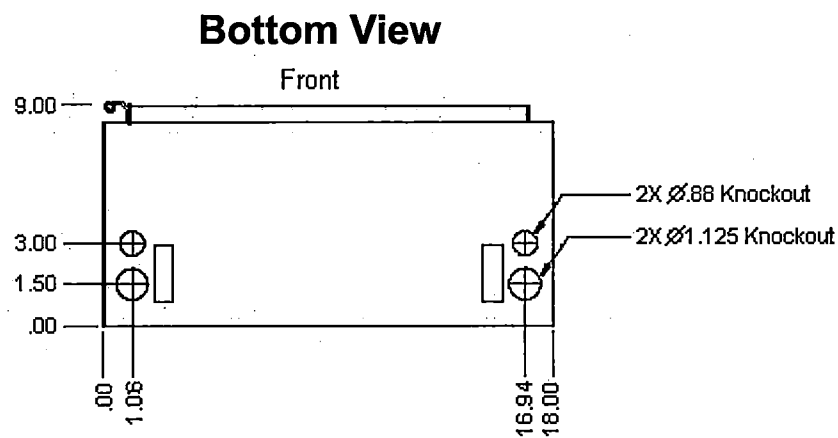
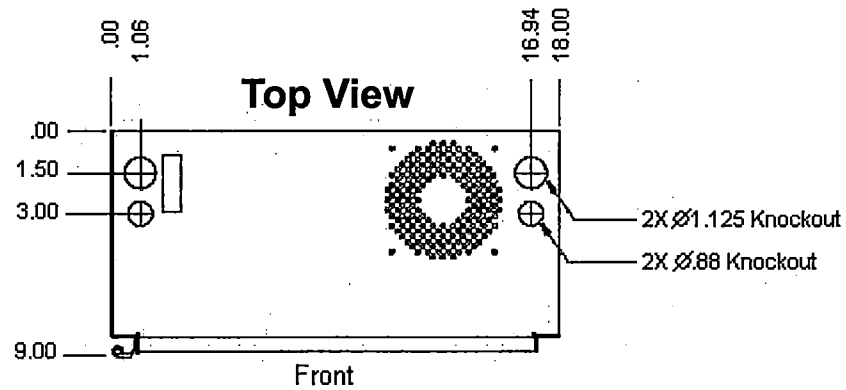


Right Side View



All measurements in inches

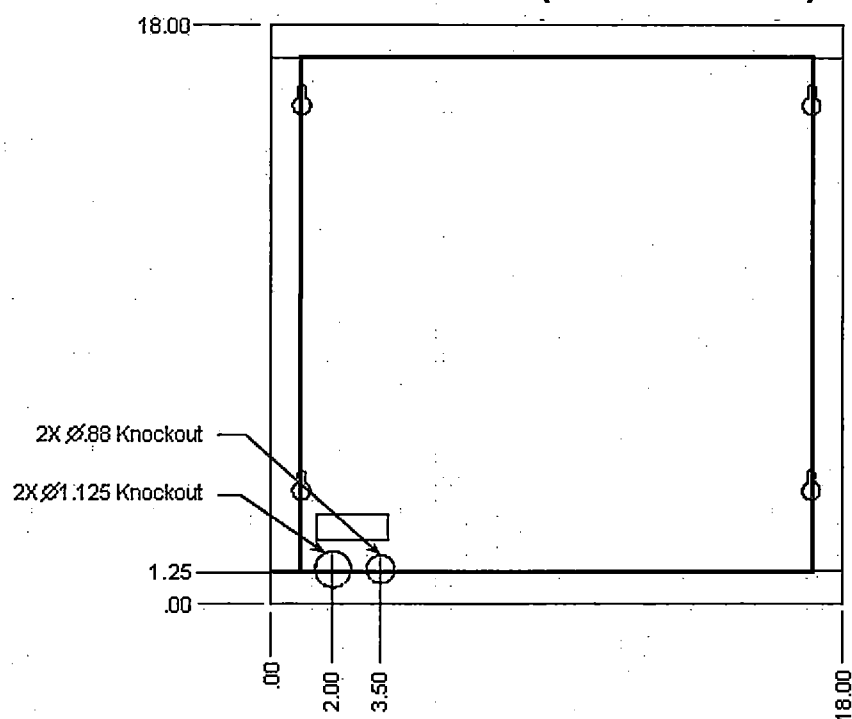
Versatile Command Panel (VCP) (1 of 3)



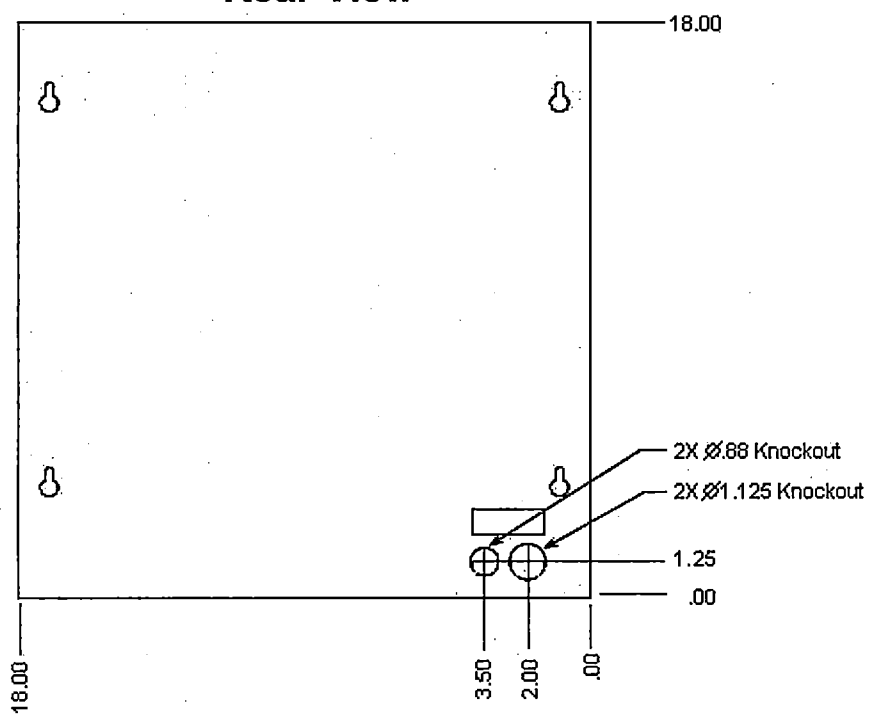
All measurements in inches

Versatile Command Panel (VCP) (2 of 3)

Front View (Without Door)



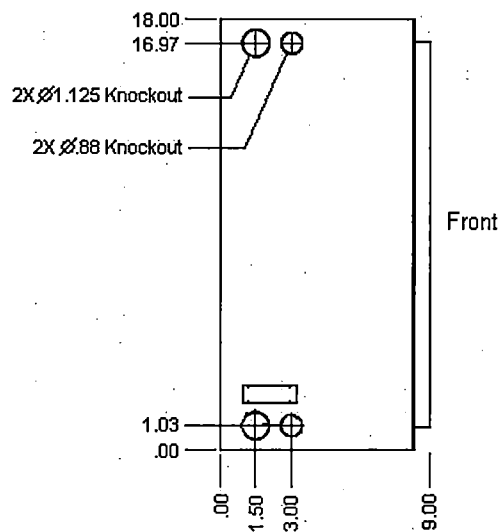
Rear View



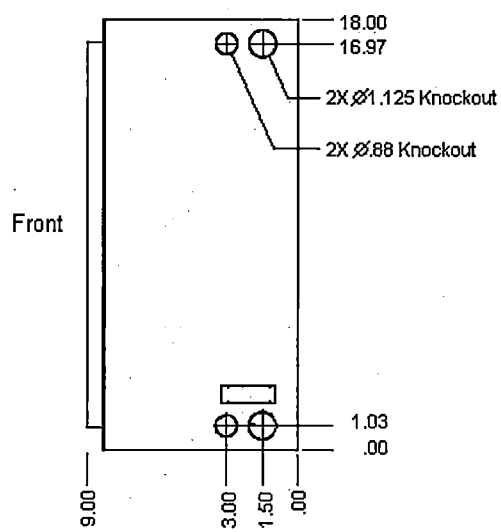
All measurements in inches

Versatile Command Panel (VCP) (3 of 3)

Left Side View



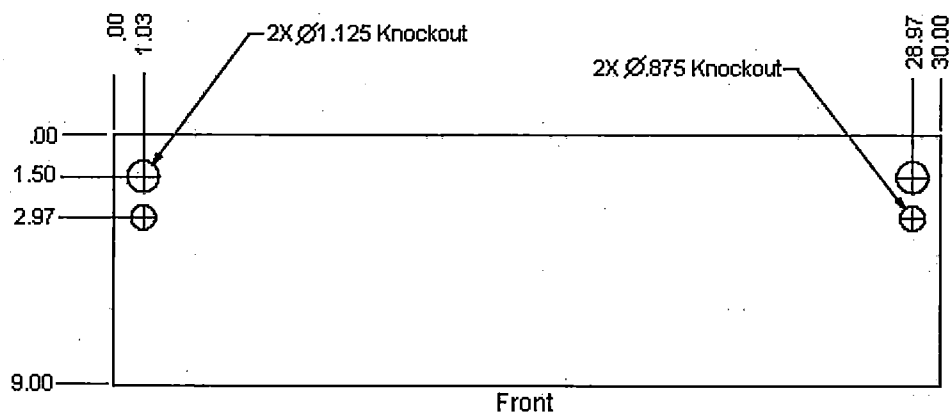
Right Side View



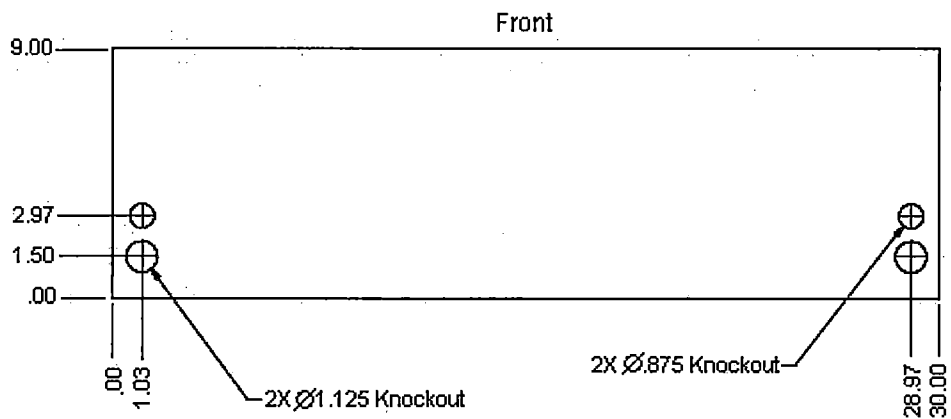
All measurements in inches

Key Panel (1 of 3)

Top View



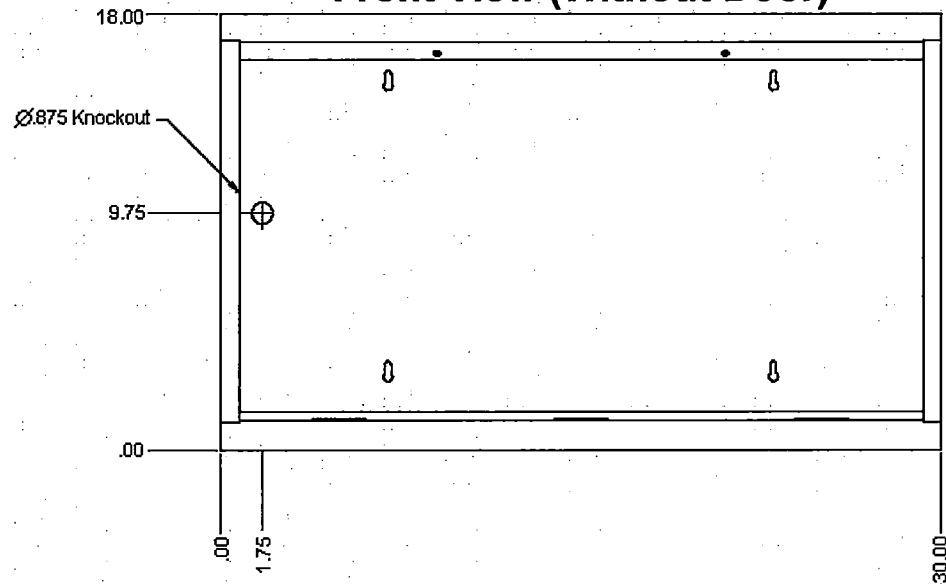
Bottom View



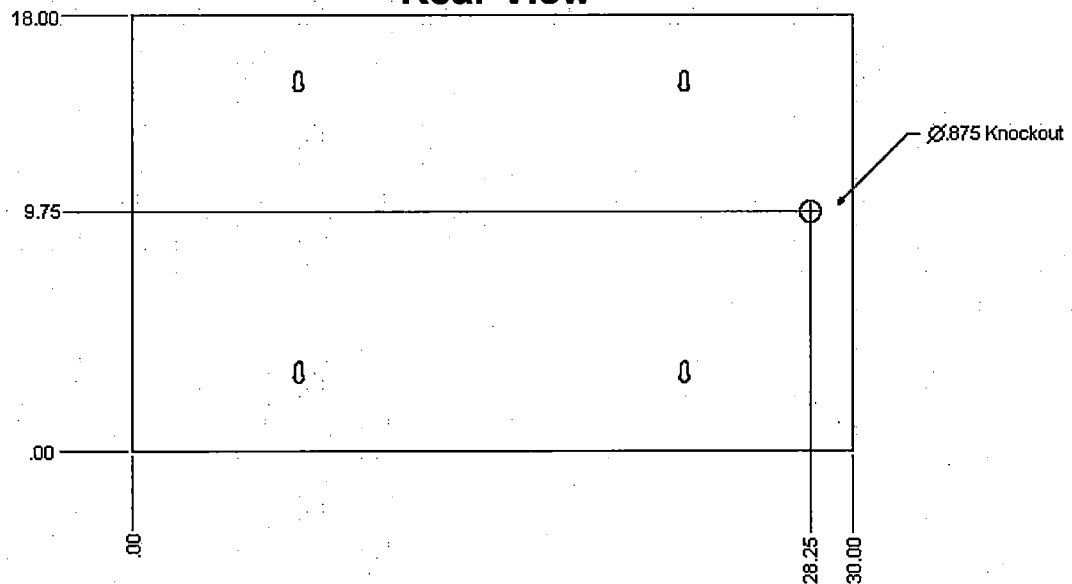
All measurements in inches

Key Panel (2 of 3)

Front View (Without Door)



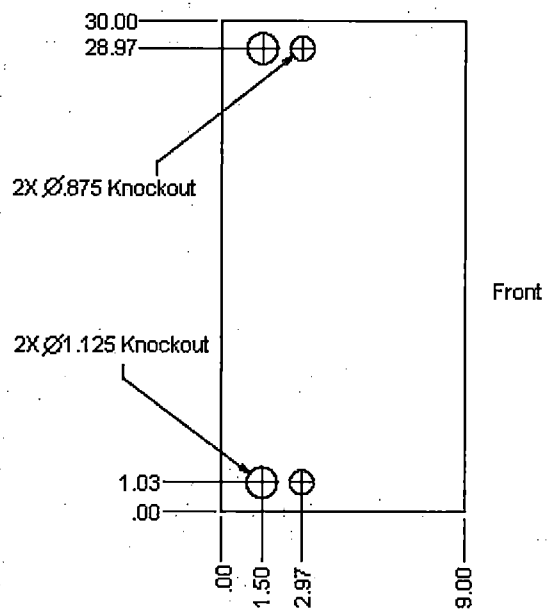
Rear View



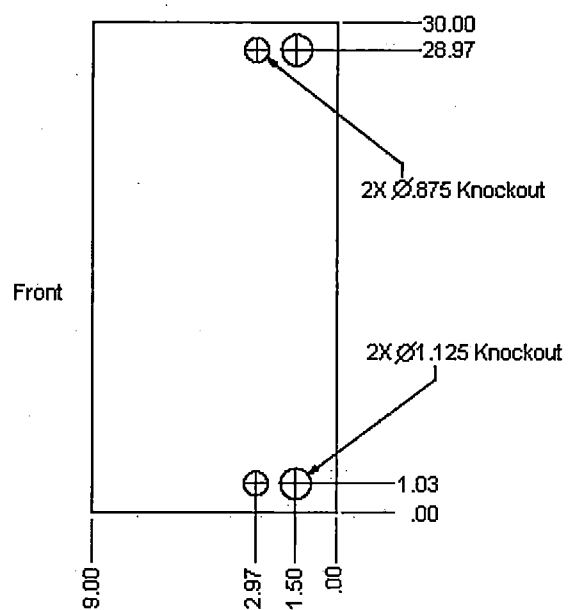
All measurements in inches

Key Panel (3 of 3)

Left Side View

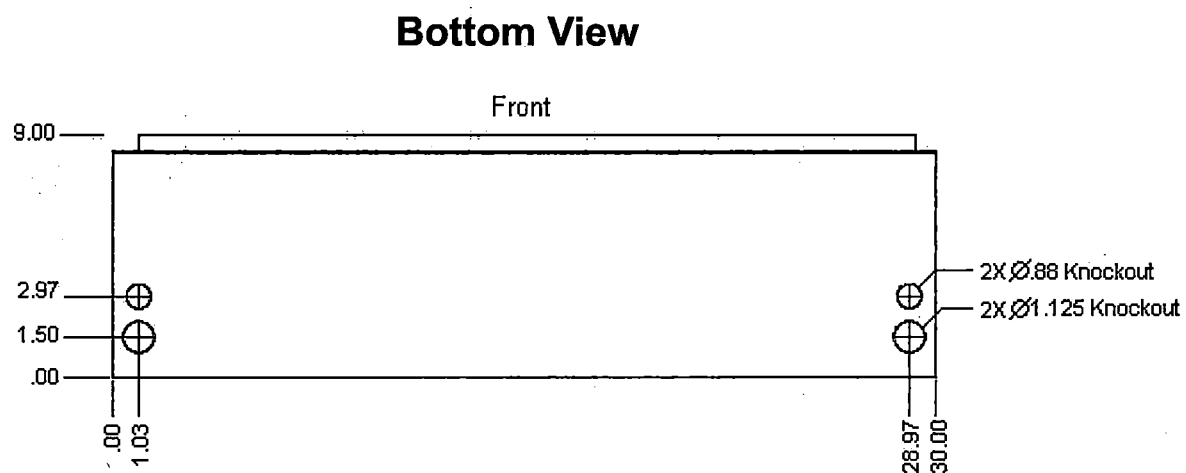
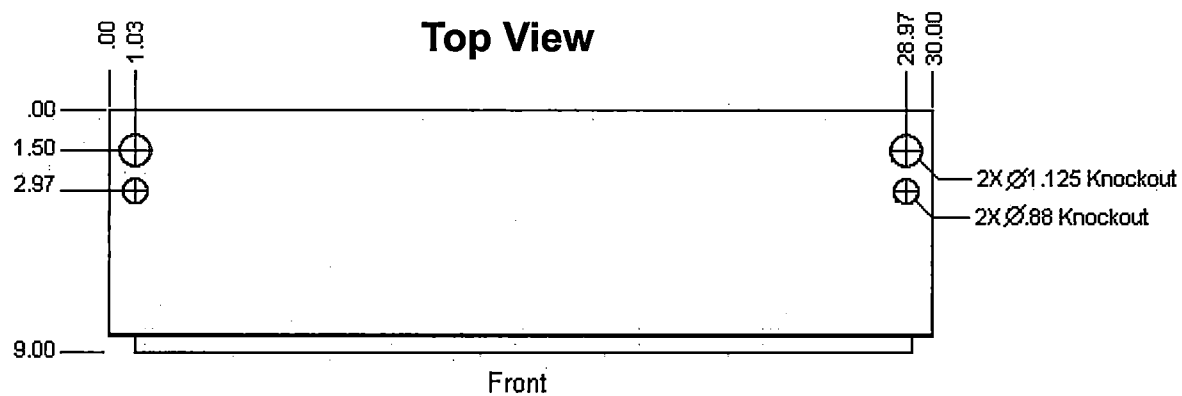


Right Side View



All measurements in inches

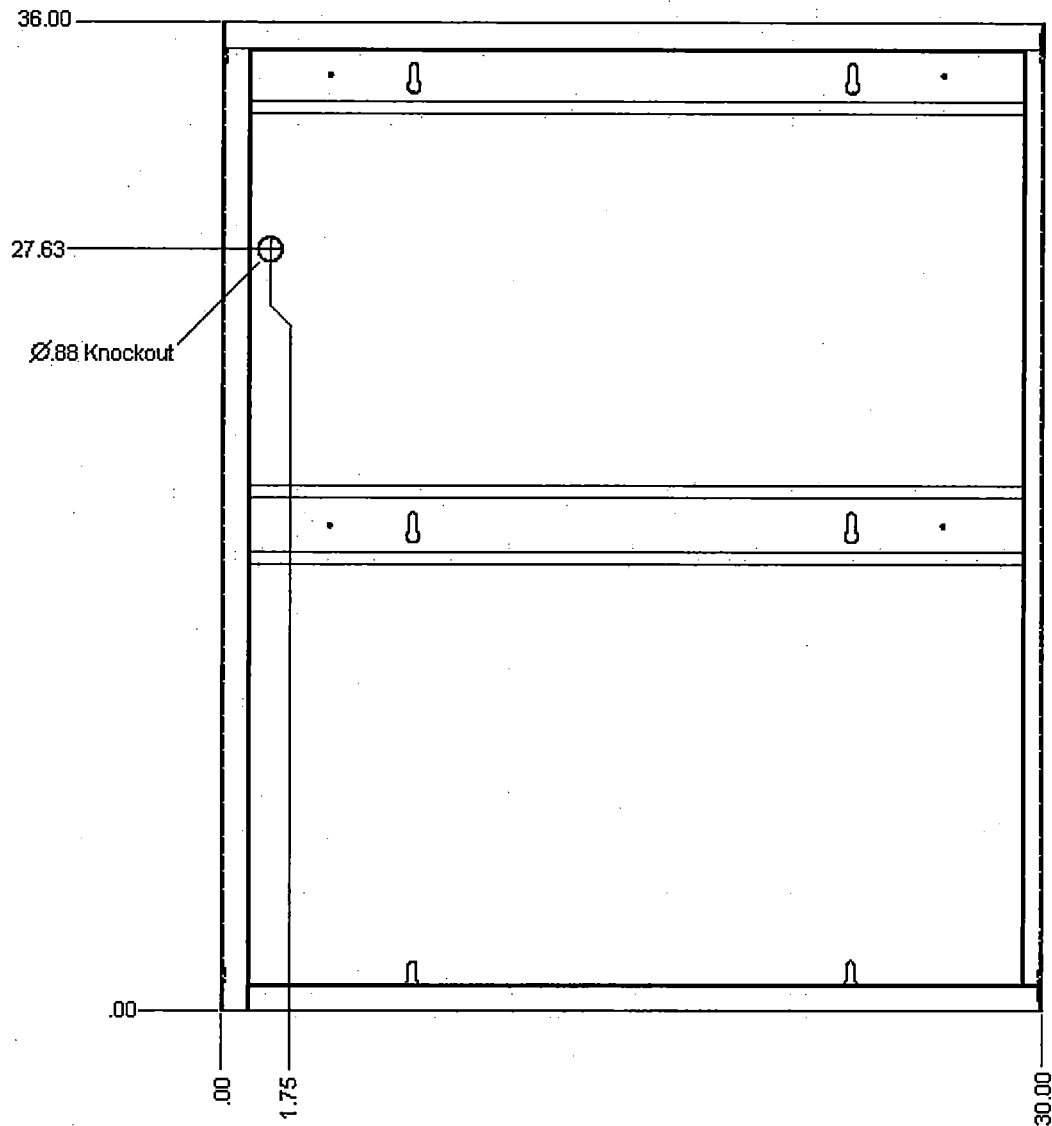
Locker (1 of 4)



All measurements in inches

Locker (2 of 4)

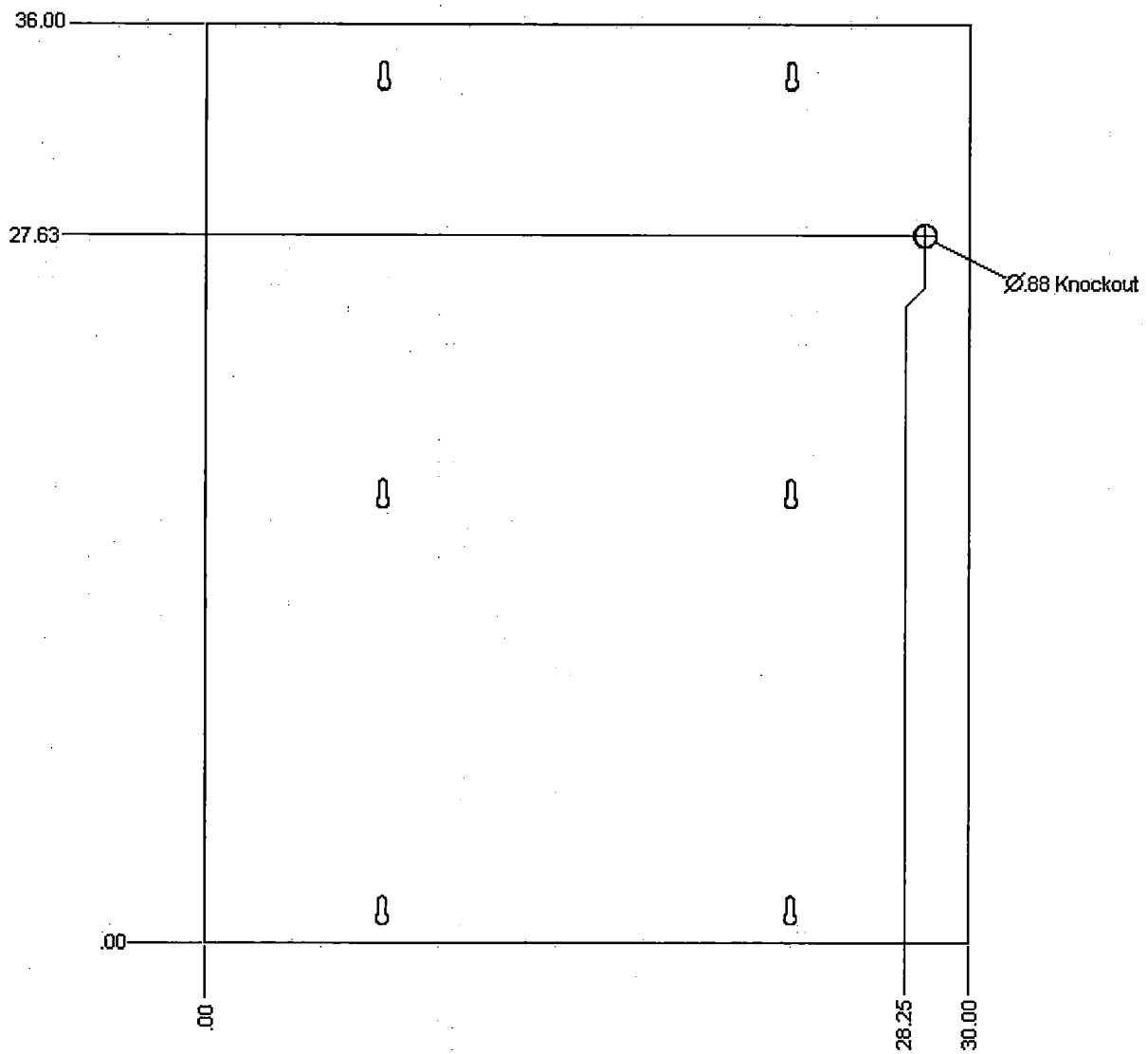
Front View (Without Door)



All measurements in inches

Locker (3 of 4)

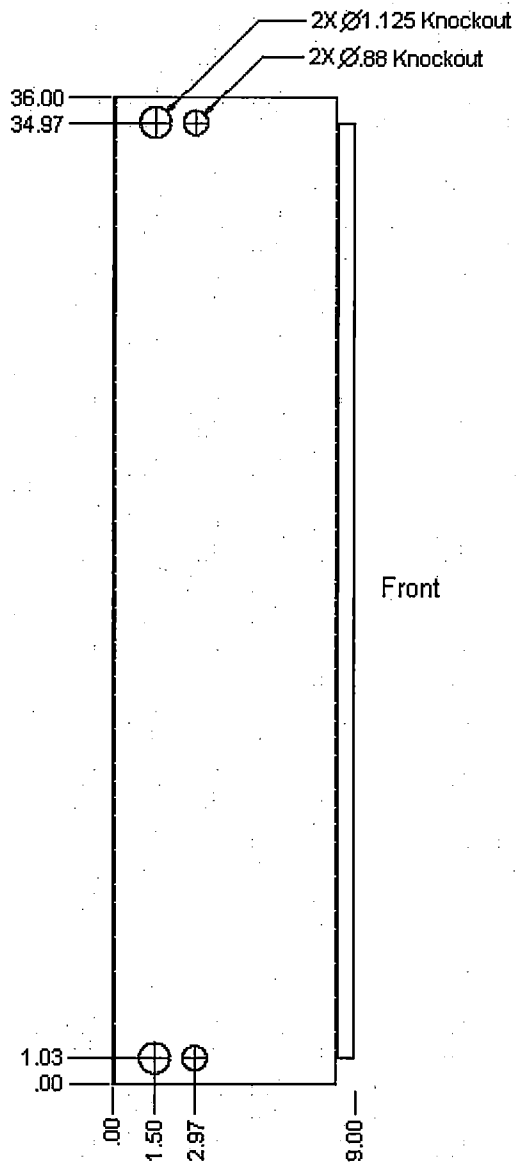
Rear View



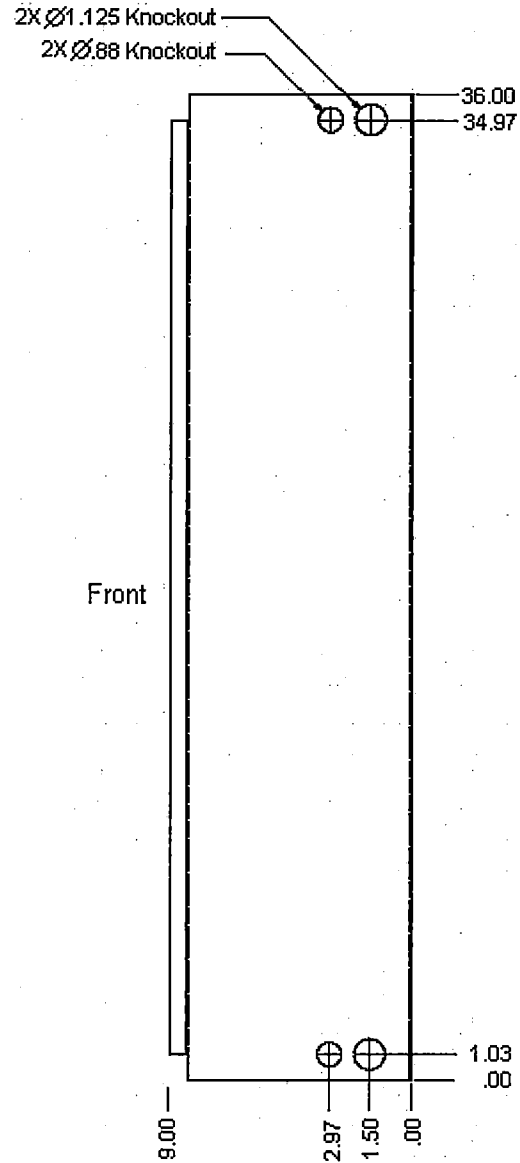
All measurements in inches

Locker (4 of 4)

Left Side View



Right Side View



All measurements in inches



200 Quality Circle
College Station, TX 77845
866.541.7000

KeyTrak Guardian

Site Preparation

Revision v9.0



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Table of Contents

Overview	1
Specifications and Equipment Requirements	1
Environmental Considerations	1
Electrical Requirements	2
Additional Considerations	2
Add-On Features Specifications	3
KeyNet Plus	3
Cloud Backup	3
Remote Connection	3
Report Export	3
<i>E-mail</i>	4
<i>Network Location</i>	4
SmartLink Plus	4
Web Plus	4
Communication Specifications	5
Bandwidth Requirements	5
Firewall Configuration Requirements	6
Other Network Requirements	6
Appendix A: Guardian Equipment Dimensions	7
Key Panel Modules	9
SmartPanel 2.0 Modules	10
Locker Modules	12
Versatile Command Panel Stand	15
SmartLink Appliance	15
Peripherals	15
Drawers	16
Appendix B: Common Mounting Configurations	18



Table of Contents

Appendix C: Power/Data Knockout Locations	20
SmartPanel	20
Versatile SmartPanel (VSP)	23
VSP2.0-MAIN and Expansion Base	26
Versatile Command Panel (VCP)	29
Key Panel	32
Locker	35
Appendix D: Alarm Card Pinout	39
PCI-E Alarm Card	39
Appendix E: Connecting the System to a UPS	40
Appendix F: Network Diagrams	43
KeyTrak Guardian Networking	43
Remote Connection	44
Report Export (E-Mail / File Share)	45
SmartLink Plus	46
Web Plus	47
Cloud Backup	48



KeyTrak Guardian Site Preparation

Overview

This document provides the KeyTrak Guardian specifications and equipment requirements for the installation of your KeyTrak Guardian system. In addition, network and firewall configuration requirements are provided.

Please ensure that your site meets the following requirements prior to your scheduled installation date.

- If you require the installer to provide proof of insurance prior to the install, contact Hardware Install Coordination (KHI) at **1-800-541-5033** and select **option 5**.
- If your site requires any special safety equipment or certifications, contact KHI at **1-800-541-5033** and select **option 5**.
- You have verified that representatives from your organization at each site (if KeyTrak Guardian systems are to be installed at multiple locations) have received information regarding KeyTrak hardware size, weight, power, networking, and environmental requirements.
- The equipment will be shipped to you on pallets. You will need either a lift truck or a loading dock to receive the equipment. You should not open the boxes when they arrive. Your KeyTrak Field Engineer will perform an inspection of the system, and should be the person to open the boxes.
- If assistance is required with network configuration, the KeyTrak Guardian installer will perform LAN drops, and assist with router configuration at billable rates. Contact KHI at **1-800-541-5033** and select **option 5** for rate information.
- If you have any questions regarding any aspect of the hardware installation, please do not hesitate to contact KHI at **1-800-541-5033** and select **option 5**.

Specifications and Equipment Requirements

Environmental Considerations

The system must be installed in an area that meets the following environmental conditions:

- Operating temperature range: 41°F - 95°F *
- Operating humidity range: 20% - 80% non-condensing *

* Any damage to the equipment that is due to improper environmental conditions will not be covered under the Customer Service Agreement, and will result in all repairs being billable. This includes, but is not limited to, Field Engineer time, parts, travel time, and mileage.



Site Preparation

Electrical Requirements

Each KeyTrak Guardian system should have a dedicated 110 VAC, 20 amp circuit with an **isolated** ground within three feet of where the equipment will be located. While we do not require the dedicated circuit for the install, you should understand that there are some electronic components on the system that are susceptible to power fluctuations which can affect its operation. If there is a problem with other equipment sharing that circuit, that we can determine is causing problems with the system, we will have to obtain a PO# before any work can be performed. All parts and service time required to resolve the problem will be billable.

- There must be a dedicated power source (either a grounded AC power outlet within three feet of the KeyTrak Guardian system or a direct power line that can be run into the Guardian system). Each panel contains knockouts in various locations for conduit connections (see **Appendix C: Power/Data Knockout Locations**).
- If a direct power connection is elected, you must provide a licensed electrician or meet the codes set forth by your state's electrical codes. The power must remain turned off until the connection is wired into the panel.
- If using a direct power connection, the installer will need to know which knockout you will be using, and the size of any conduit being used. Please contact KHI at **1-800-541-5033** and select **option 5** to provide this information.
- We recommend that each system be supported by a UPS (Uninterruptible Power Supply) to protect against power surges and temporary power loss (see **Appendix E: Connecting the System to a UPS**).

Additional Considerations

- The wall where the KeyTrak Guardian panel(s) will be mounted must be of sufficient material (drywall with steel or wood studs or concrete) and there must be adequate room to mount the panel(s) onto the selected wall. Refer to **Appendix A: KeyTrak Equipment Dimensions** for dimensions and weight of the equipment. Please contact KHI at **1-800-541-5033** and select **option 5** to inform us of the mounting material.
- To mount the KeyTrak Guardian panel(s), the installer will be drilling into the wall. The installer will need to know in advance if there are any obstructions such as power lines, plumbing, etc.
- There must be at least a 3" clearance above the entire SmartPanel to ensure proper ventilation.
- There must be at least 30" of clearance in front of the Guardian panel(s) to allow for the door(s) to swing open (left side hinge).

(continued on next page)

- If KeyTrak Guardian panel(s) will be mounted in a hallway, the panel(s) may NOT be operated with the doors off. If the hallway is too narrow to open the door(s), you will need to consider another location. Refer to **Appendix B: Common Mounting Configurations** for possible mounting configurations.
- The KeyTrak Guardian is equipped with an alarm card. The alarm card has an internal audible buzzer that can be configured to sound on certain events. The Alarm Card has a 9V battery secured to it to provide backup power in the event of a power loss to the Guardian system. In addition, it is equipped with an external DB25F connector that can connect to up to two relays. Refer to **Appendix D: Alarm Card Pinout** for the alarm card relay specifications.

Add-On Features Specifications

KeyNet Plus

The KeyNet Plus feature provides the ability to share key information between networked KeyTrak Guardian SmartPanels.

- You are not allowed to make any internal hardware changes to the KeyTrak Guardian SmartPanel.
- All KeyTrak Guardian SmartPanels must be running the same application version.
- One KeyTrak Guardian SmartPanel will be configured as the network Master.
- A unique static IP address is required for each KeyTrak Guardian SmartPanel being installed on the network.
- The use of network address translation (NAT) is not supported.
- No mixture of private and public IP addresses will be allowed.
- Each KeyTrak Guardian SmartPanel must be able to communicate directly with every KeyTrak Guardian SmartPanel on the network.

Cloud Backup

The KeyTrak Cloud Backup feature remotely and securely stores the customer's KeyTrak database backup in the cloud.

Remote Connection

Remote Connection establishes a secure VPN connection that allows a KeyTrak Guardian Support associate to remote into your KeyTrak Guardian system to provide additional support.

Report Export

The KeyTrak Guardian Report Exporting feature enables users to send any report available in the Reports menu to either an e-mail address or to a designated drive letter.



Site Preparation

E-mail

- KeyTrak Guardian sends emails using Simple Mail Transfer Protocol (SMTP) via unsecured or SSL encryption.
- You must provide a valid e-mail address dedicated for use by the KeyTrak Guardian SmartPanel.
- You must provide the IP address of your Domain Name System (DNS) server. This allows the use of a SMTP server name (e.g. **smtp.mail.com**) when configuring email.
- If your SMTP email server requires authentication, you must have the username and password required to access the e-mail server available.

Network Location

A shared folder will need to be created on a PC or server that is not the network. The shared folder needs to be located on a PC or server that has a static IP address.

SmartLink Plus

The KeyTrak Guardian SmartLink Plus Integration is designed to be used with other third party software to manage day-to-day activities. The SmartLink Plus application can automatically locate records specified in the software and import that information into the KeyTrak Guardian system.

- There must be sufficient space for the SmartLink Network Appliance. Refer to **Appendix A: Guardian Equipment Dimensions** for the appliance dimensions.
- The SmartLink network Appliance must be located near a network port and a 110VAC power connection.
- It is recommended that you install an anti-virus program and configure it to receive automatic updates.
- SmartLink requires import files to be in a CSV format. If your third party software cannot create import files in CSV format, you must install Microsoft Excel on the SmartLink Network Appliance.

Web Plus

KeyTrak Guardian Web Plus allows authorized personnel to enter data, generate reports, and monitor the KeyTrak Guardian system using a web browser from any PC on the same network as the KeyTrak Guardian system.

- The KeyTrak equipment must operate through a static TCP/IP network connection, and the network must be in compliance with TCP/IP Ethernet standards.
- The PC(s) used to access Web Plus must be running Internet Explorer v5.5 or higher.
- The PC(s) being used to access Web Plus must have free USB ports for each add-on device (fingerprint reader, button reader, card scanner, etc.).

Communication Specifications

Bandwidth Requirements

The KeyTrak Guardian SmartPanel can be networked with other KeyTrak Guardian SmartPanels via a Local Area Network (LAN) or a Wide Area Network (WAN).

Below is a table for the minimum bandwidth requirements for each segment of the LAN/WAN. These are required to run KeyTrak Networking; any additional network traffic will require additional bandwidth.

KeyTrak Guardian Bandwidth Guide	
Number of Systems on LAN	Bandwidth
1-5	64 Kbs
Any Network over five SmartPanels is subject to approval by KeyTrak Guardian.	
6-10	128 Kbs
10-15	192 Kbs
15-20	256 Kbs
20-25	320 Kbs

If you will be using a LAN to network the KeyTrak Guardian SmartPanel with other KeyTrak Guardian SmartPanel(s), the KeyTrak equipment must operate through a static TCP/IP network connection. The network must be in compliance with TCP/IP Ethernet standards.

- A unique static IP address is required for each KeyTrak Guardian SmartPanel being installed on the network.

If you will be using a WAN to network the KeyTrak Guardian SmartPanel with other KeyTrak Guardian SmartPanels, you must provide a digital communication service (provided by a third party, e.g. xDSL, T1) between each of the locations.

- If the internet is being used for communication between KeyTrak Guardian SmartPanels, you must be able to provide a Static Public (Internet) TCP/IP address for each KeyTrak Guardian SmartPanel.
- If you are planning on using a Virtual Private Network (VPN), you must provide an external device for the VPN to travel, and provide a minimum bandwidth that meets or exceeds the KeyTrak bandwidth requirement per WAN segment.
- VPN software cannot be loaded on the KeyTrak Guardian SmartPanel(s).



Site Preparation

Firewall Configuration Requirements

The table below lists the communication protocols and ports that must be open for the different features of the KeyTrak Application to communicate properly with other devices. Firewalls will need to allow communication on the ports listed below. Individual network diagrams can be found in **Appendix F: Network Diagrams**.

Feature	Protocol	Port	Communication Direction		
Networking	TCP	5433	KeyTrak Guardian SmartPanel	↔	KeyTrak Guardian SmartPanel
Remote Connection	TCP	80, 443, 2443	KeyTrak Guardian SmartPanel	→	VPN Server
Report Export (E-mail)	TCP	25* or 465*	KeyTrak Guardian SmartPanel	→	SMTP Server
Report Export (Network Location)	UDP TCP	137, 138, 139, 445	KeyTrak Guardian SmartPanel	→	File Share
SmartLink Plus	TCP	2521, 2522	KeyTrak Guardian SmartPanel	↔	SmartLink Network Appliance
Web Plus	TCP	80*, 443*	KeyTrak Guardian SmartPanel	←	Web Plus PC
Cloud Backup**	TCP	443	KeyTrak Server	→	Cloud Backup Service

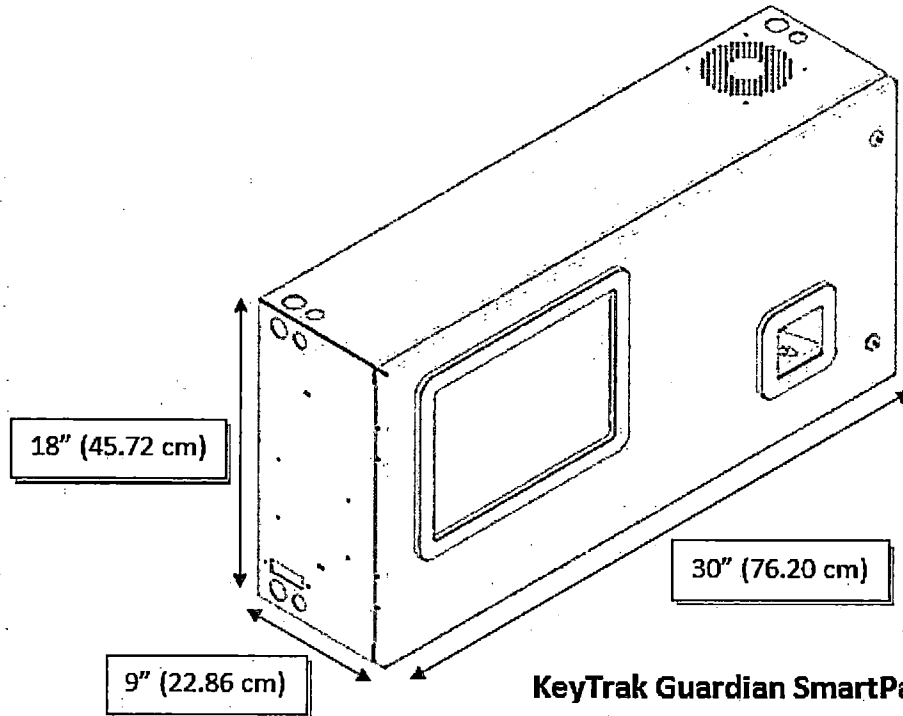
* User Configurable

** The Cloud Backup feature requires communication to <https://backup-hou.keytrak.com/api/v1/> and <https://backup-rp.keytrak.com/api/v1/>.

Other Network Requirements

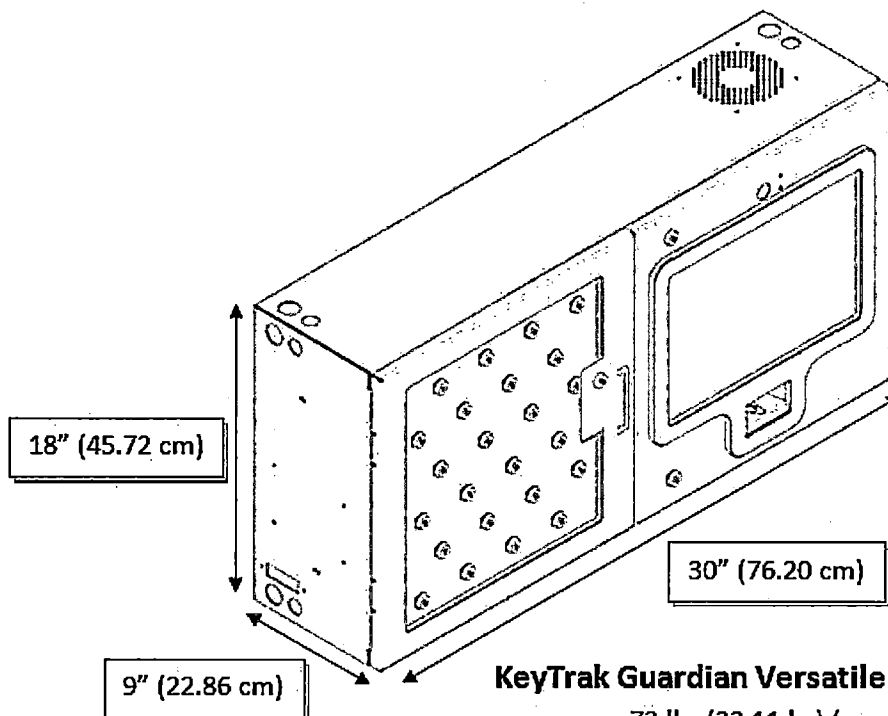
- The KeyTrak equipment must operate through a TCP/IP network connection, and the network must be in compliance with the TCP/IP Ethernet standards
- You must provide CAT 5e (or higher) cabling as the first LAN segment.

Appendix A: Guardian Equipment Dimensions



KeyTrak Guardian SmartPanel

60 lbs (27.21 kg) (empty)



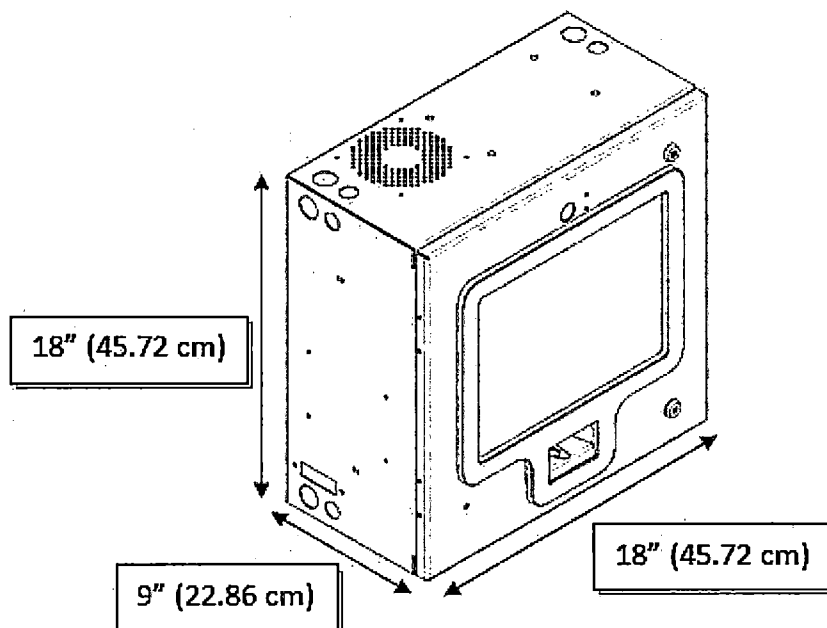
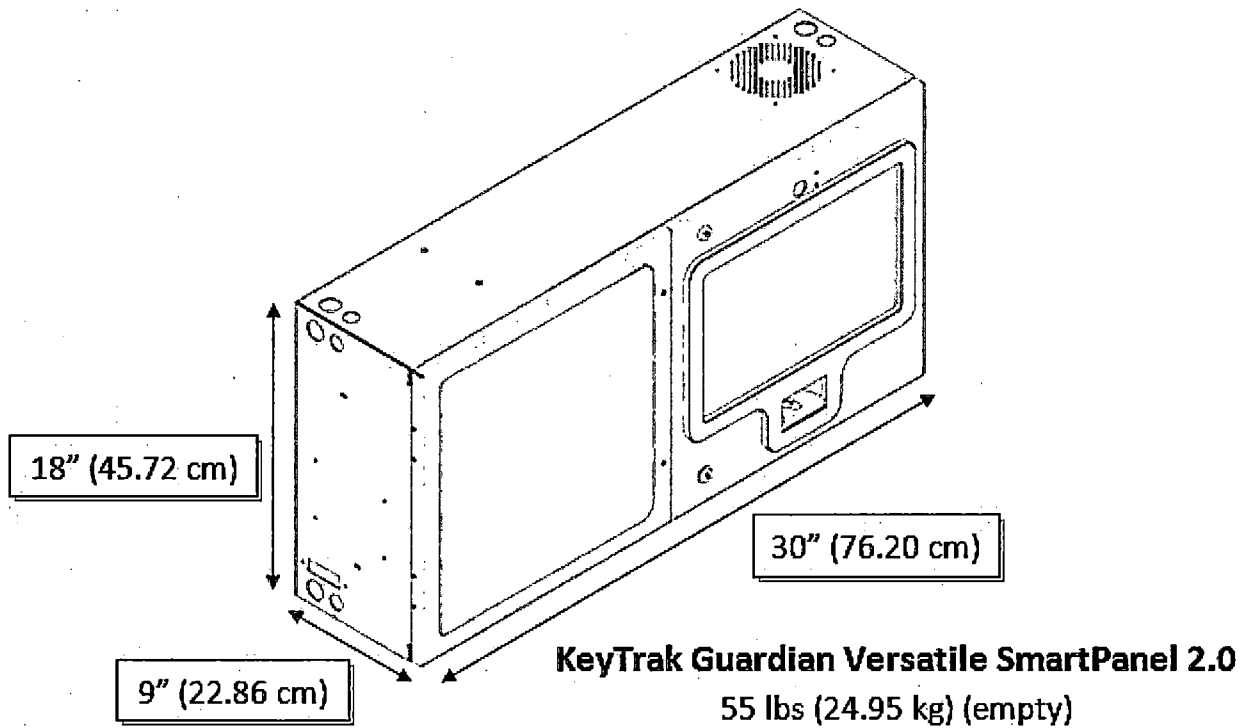
KeyTrak Guardian Versatile SmartPanel

73 lbs (33.11 kg) (empty)

(continued on next page)

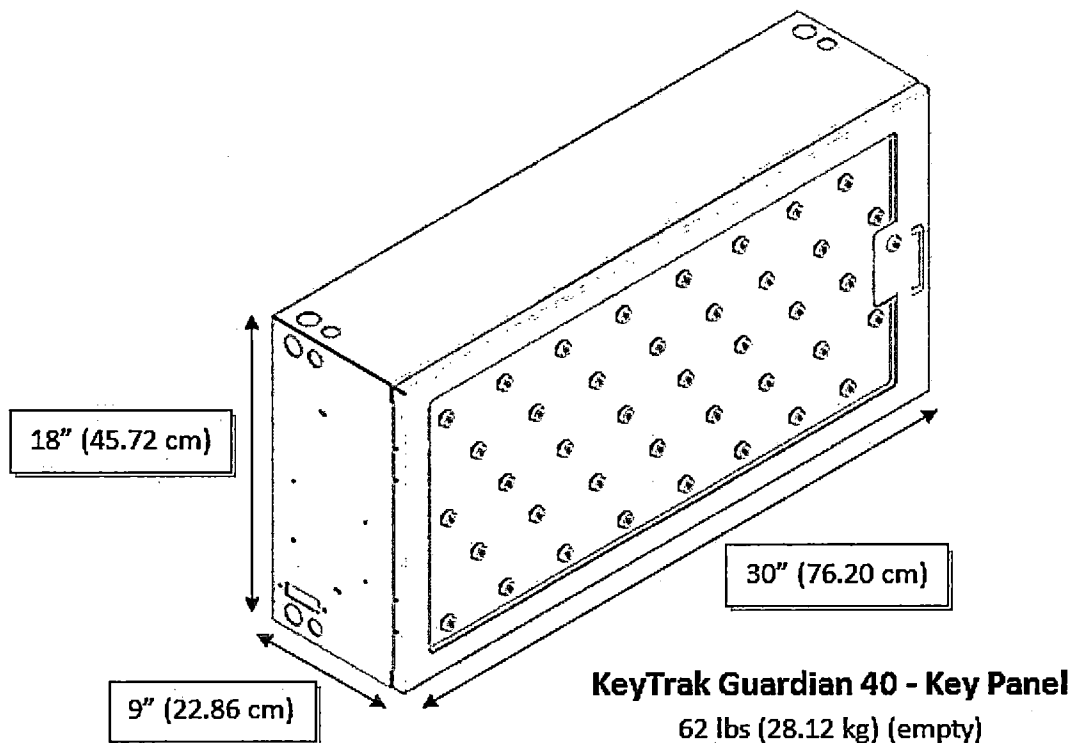
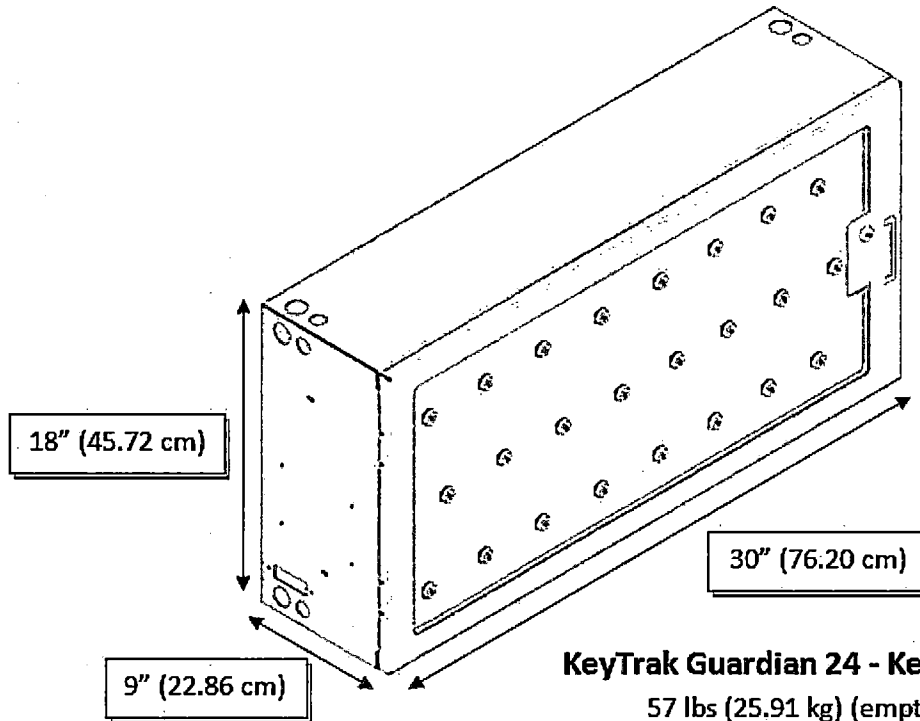


Site Preparation



KeyTrak Guardian Versatile Command Panel
42 lbs (19.05 kg) (empty)

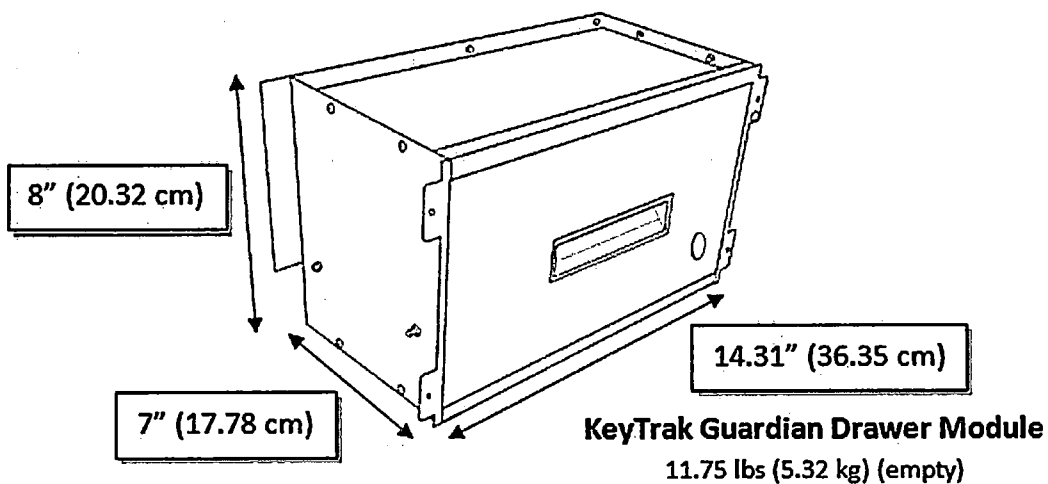
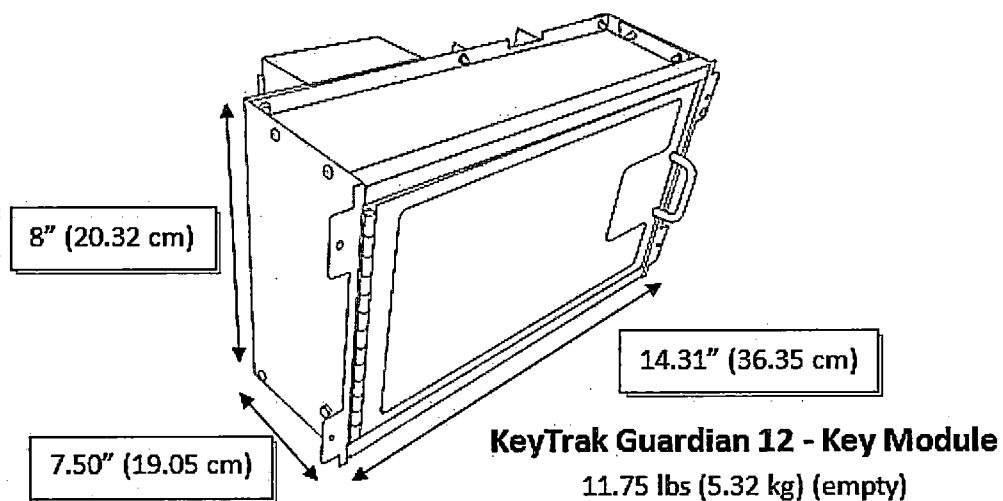
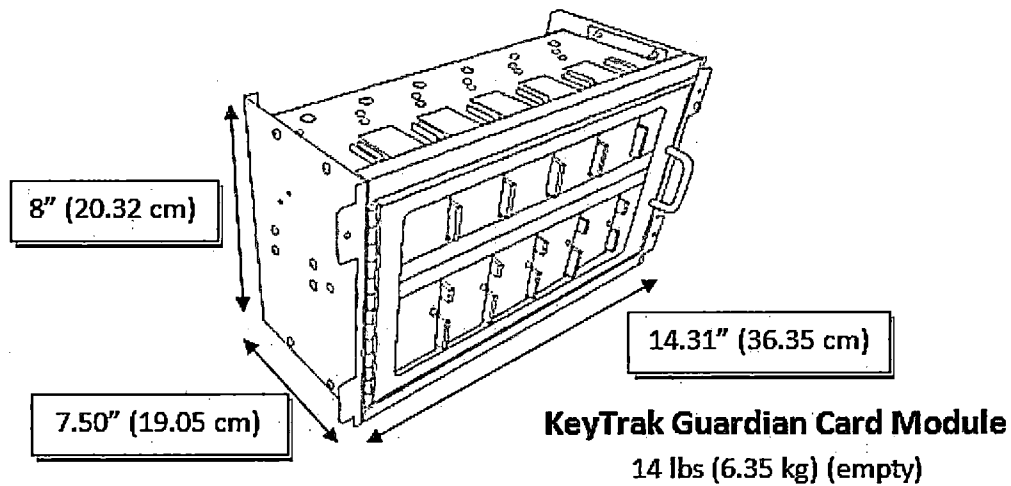
Key Panel Modules



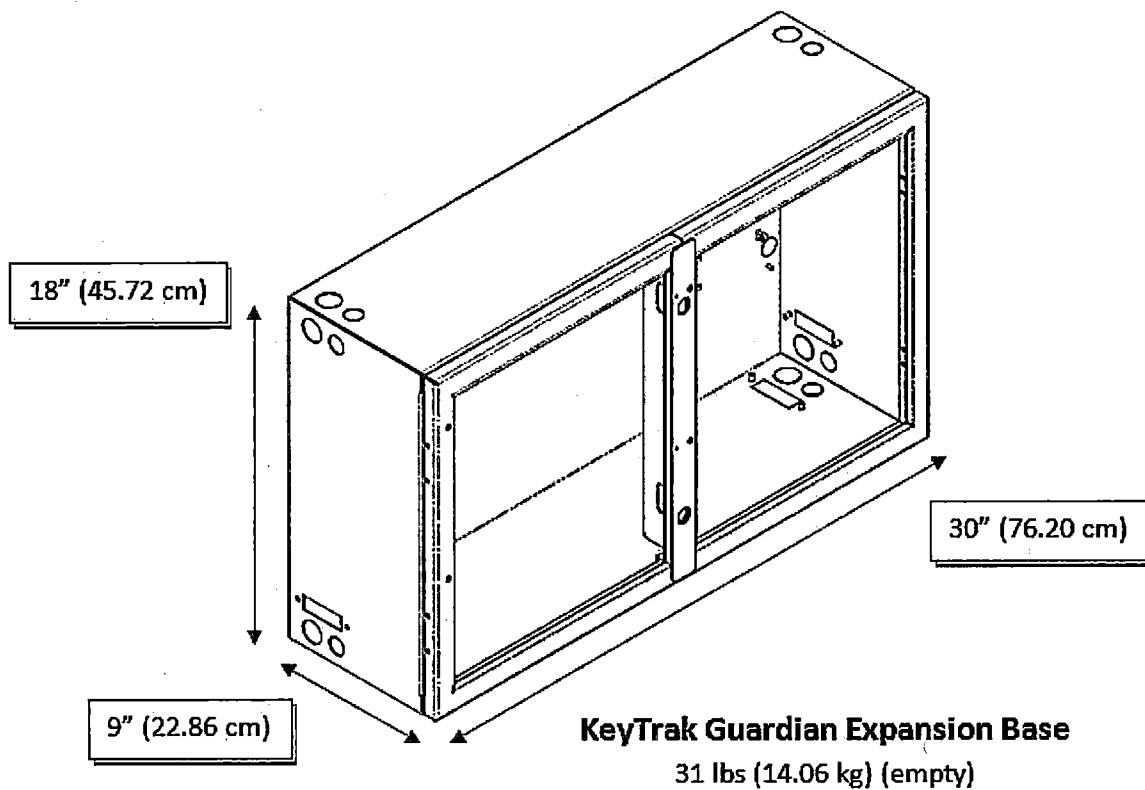
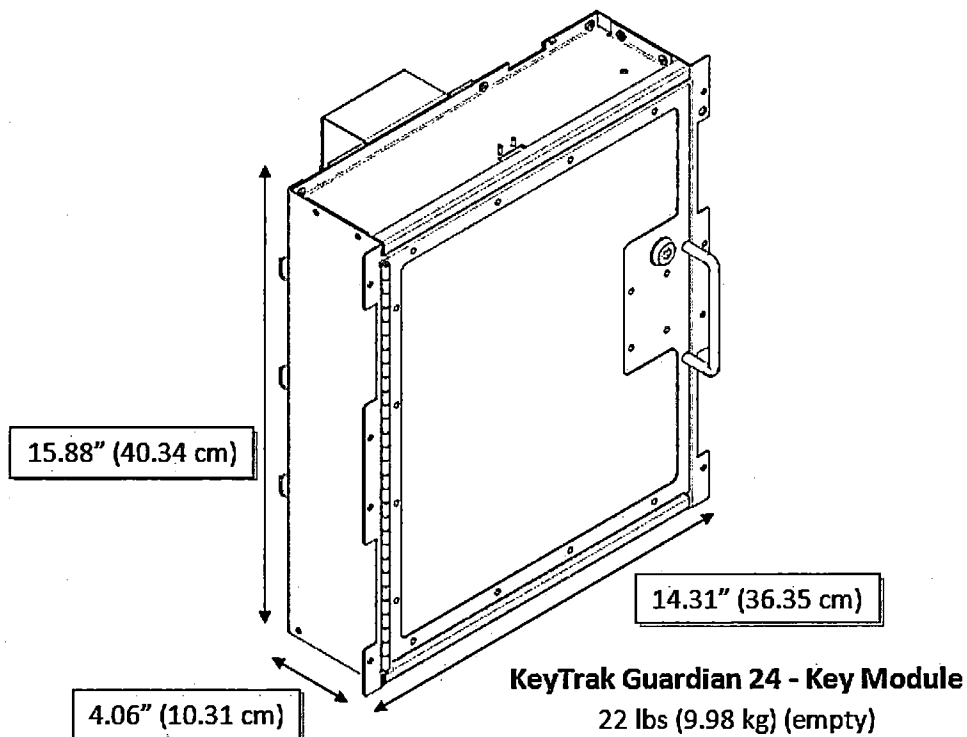


Site Preparation

SmartPanel 2.0 Modules



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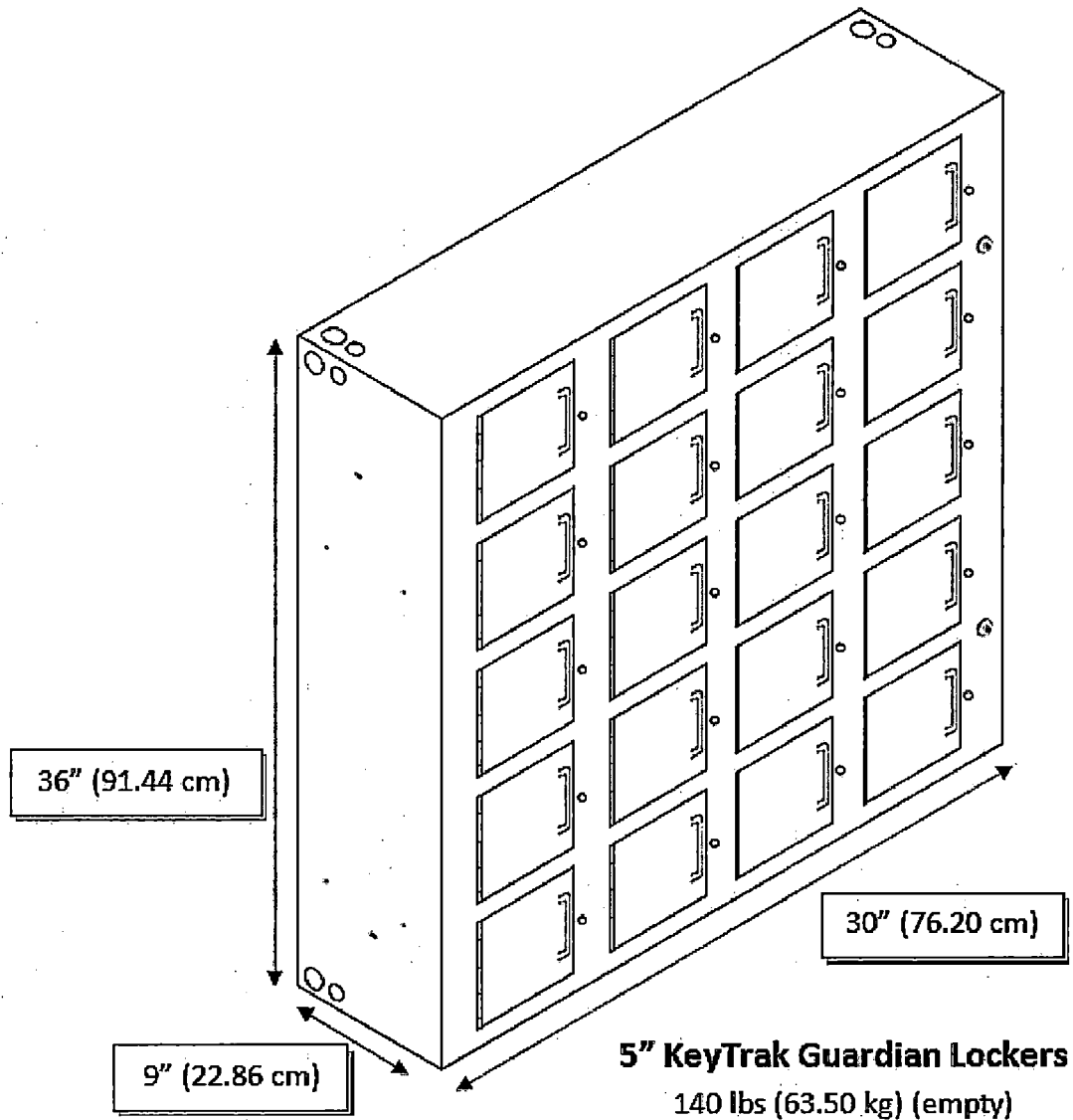


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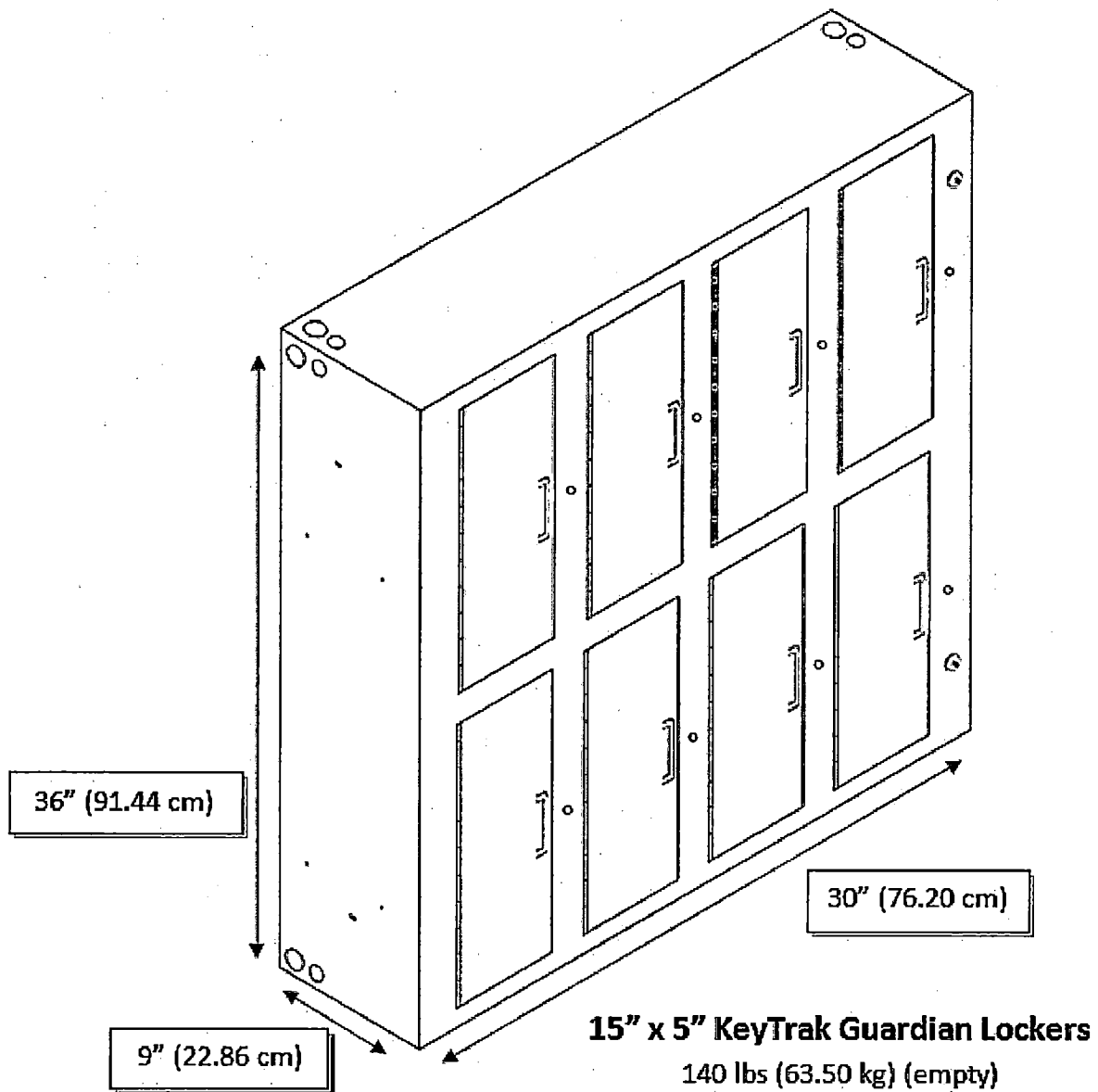


Site Preparation

Locker Modules



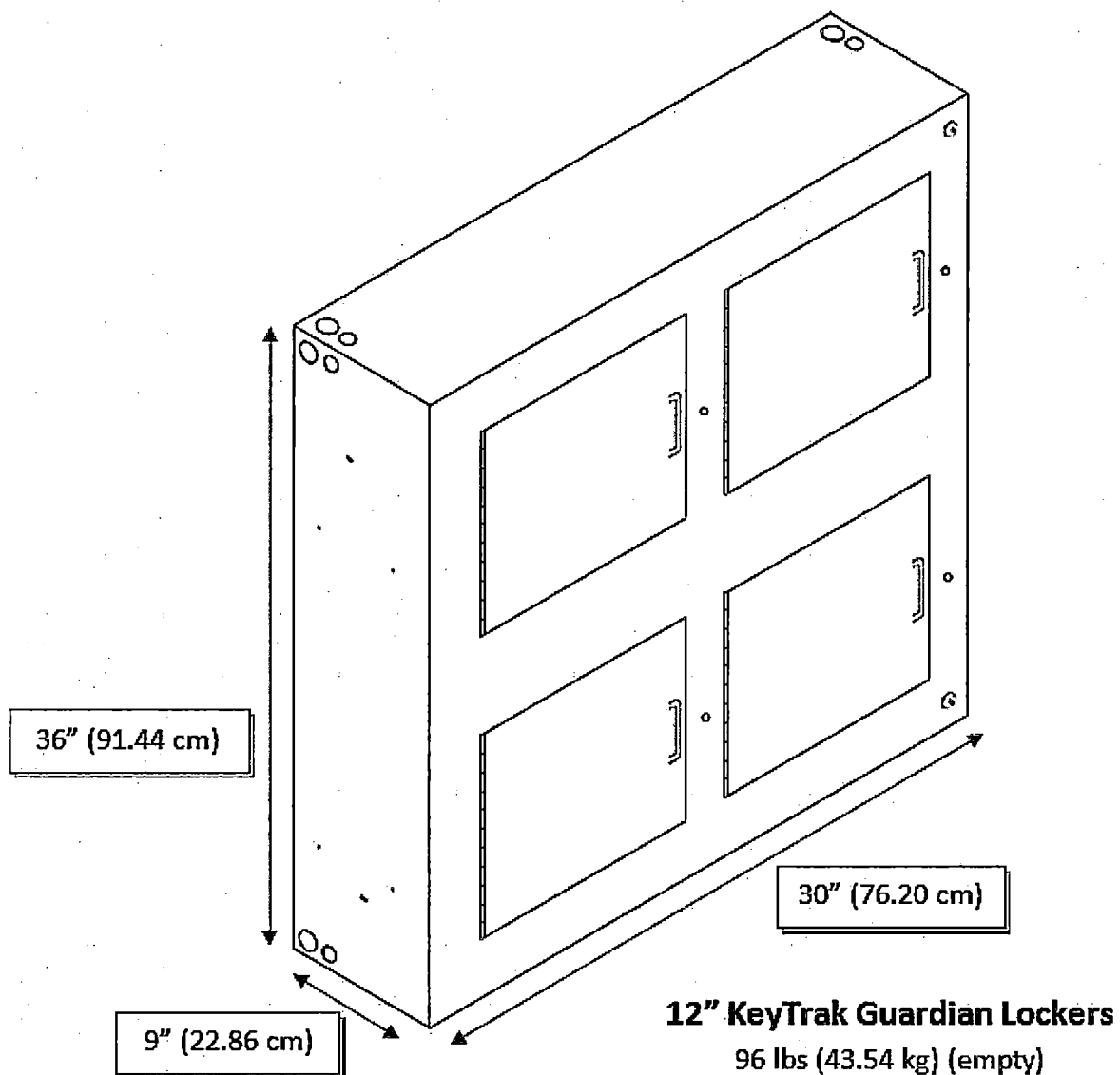
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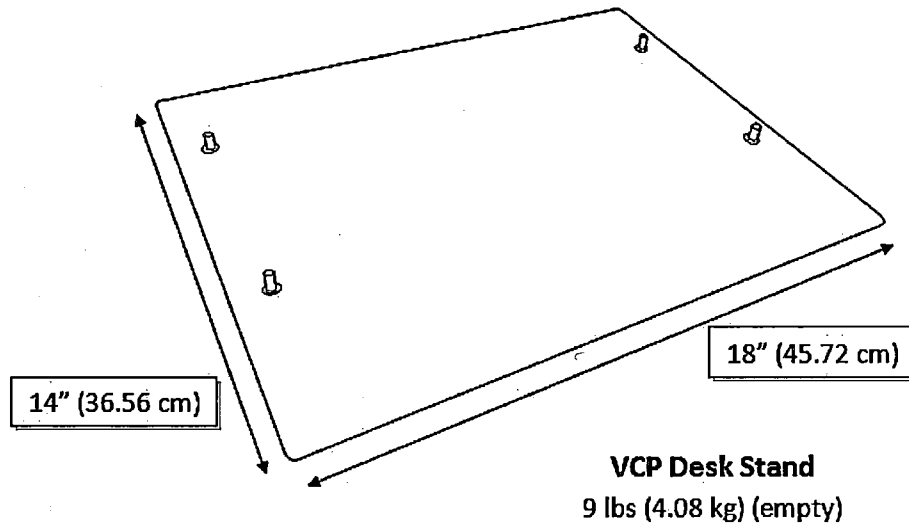
(continued on next page)



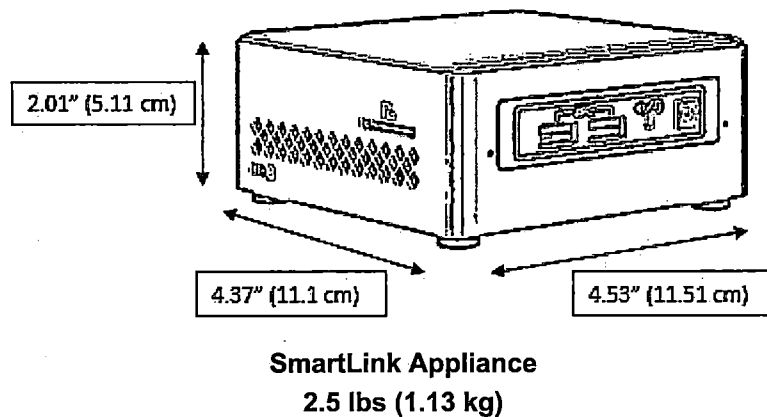
Site Preparation



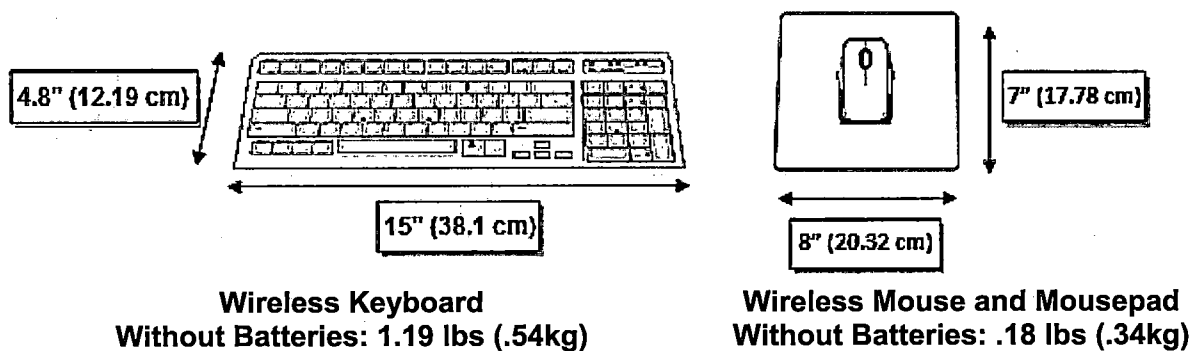
Versatile Command Panel Stand



SmartLink Appliance



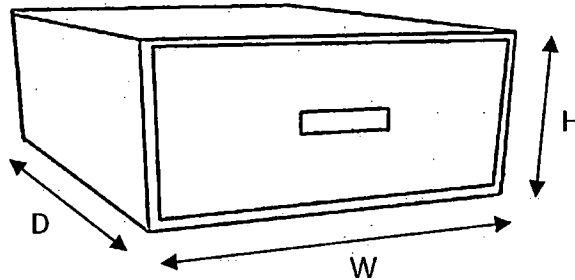
Peripherals





Site Preparation

Drawers



NOTE: Add 4" (10.16 cm) to the Depth (D) to allow for cable connections.

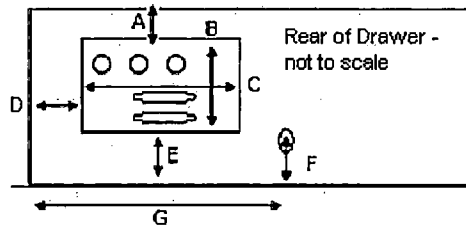
Drawer	Height (H)	Width (W)	Depth (D)	Empty Weight
Short 96-Key Drawer	7.6" (19.30 cm)	21.5" (54.61 cm)	17.2" (43.69 cm)	36lbs (16.33 kg)
Short 144-Key Drawer	7.6" (19.30 cm)	21.5" (54.61 cm)	17.2" (43.69 cm)	34lbs (15.42 kg)
Short 240-Key Drawer	7.6" (19.30 cm)	21.5" (54.61 cm)	30.25" (76.84 cm)	58lbs (26.31 kg)
Tall 96-Key Drawer	10.35" (26.29 cm)	21.5" (54.61 cm)	17.2" (43.69 cm)	38lbs (17.24 kg)
Tall 96-Key/16 Dealer Plate Drawer	10.35" (26.29 cm)	21.5" (54.61 cm)	30.25" (76.84 cm)	66lbs (29.94 kg)
Tall 156-Key Service Aisle Drawer	10.35" (26.29 cm)	21.5" (54.61 cm)	30.25" (76.84 cm)	66lbs (29.94 kg)
Tall 112-Key/10 License Rack Drawer	10.35" (26.29 cm)	21.5" (54.61 cm)	30.25" (76.84 cm)	66lbs (29.94 kg)
Tall 144-Key Secure Grid Drawer	10.35" (26.29 cm)	21.5" (54.61 cm)	30.25" (76.84 cm)	68lbs (30.84 kg)
Tall 240-Key Drawer	10.35" (26.29 cm)	21.5" (54.61 cm)	30.25" (76.84 cm)	66lbs (29.94 kg)
Tall IntelLock 48-Key Drawer	10.35" (26.29 cm)	21.5" (54.61 cm)	30.25" (76.84 cm)	78lbs (35.38 kg)

Cable Type	Length
Drawer Data Cable*	3ft (.91 m)
*Max Cable Length cannot exceed 34 ft	
Drawer Power Supply	12ft (3.66 m)
Drawer Power Pass-thru Cable	3ft (.91 m)

(continued on next page)

Site Preparation

If building a custom cabinet, use the measurements below to create a cutout for access to the cables and override lock.



Drawer	A	B	C	D	E	F	G
Short Drawers	1.9" (4.83 cm)	4.2" (10.67 cm)	4" (10.16 cm)	1.9" (4.83 cm)	1.4" (4.83 cm)	2.2" (5.59 cm)	12.2" (30.99 cm)
Tall Drawers	4.7" (11.94 cm)	4.2" (10.67 cm)	4" (10.16 cm)	1.9" (4.83 cm)	1.4" (4.83 cm)	2.2" (5.59 cm)	12.2" (30.99 cm)



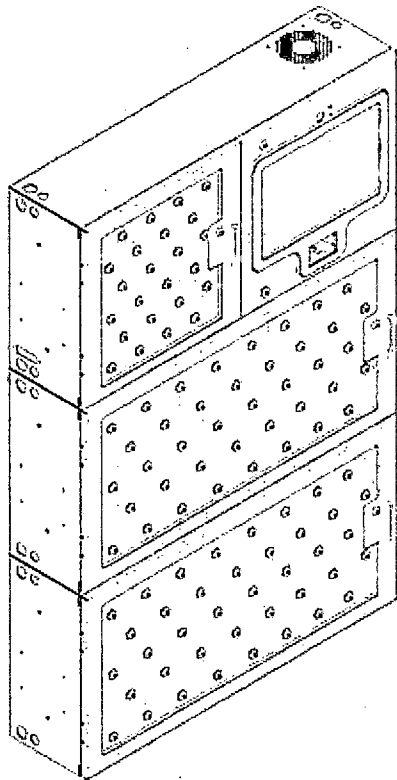
Site Preparation

Appendix B: Common Mounting Configurations

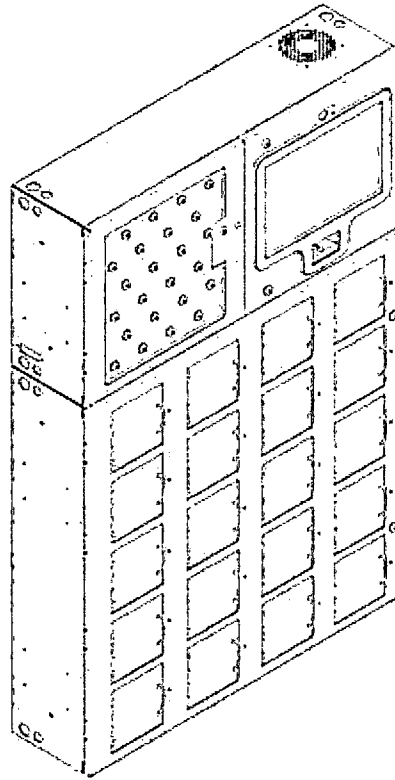
There are numerous ways to mount the KeyTrak Guardian system. These will vary based on the number of panels or lockers ordered and the space available.

Common configurations include:

- VSP with a 24-key or 40-key panel beside or below.
- VSP with a 24-key or 40-key panel below and a 5", 15x5" or 12" locker beside.
- VSP with a 24-key or 40-key panel beside and two 5", 15x5", or 12" lockers below.
- VSP with a combination of two 24-key and/or 40-key panels below.

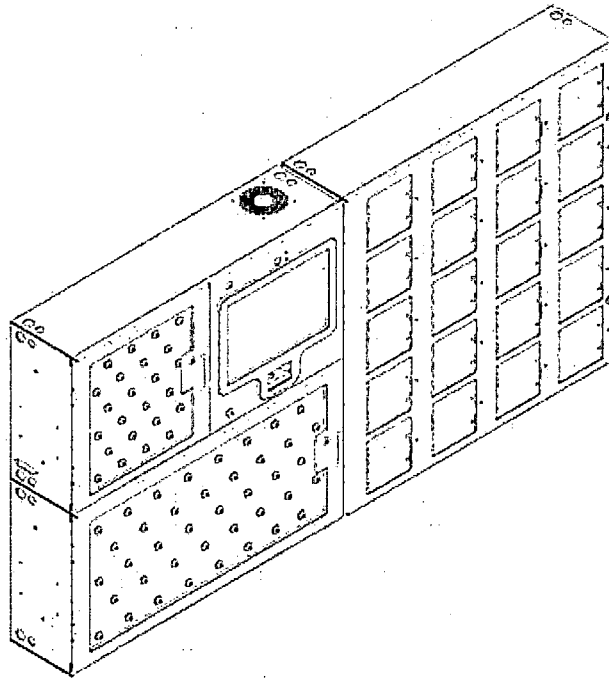


VSP and Two 40-key Panels

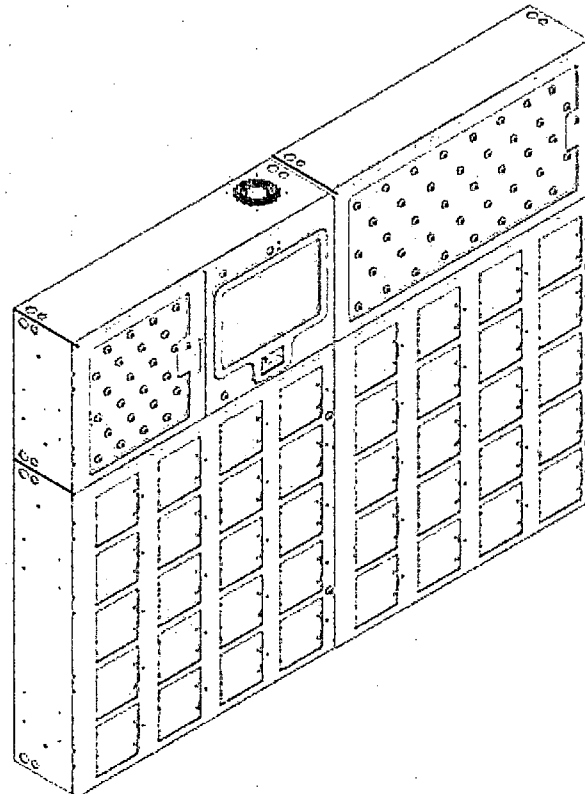


VSP and a 5" Locker

(continued on next page)



VSP, a 24-key or 40-key Panel, and a 5" Locker



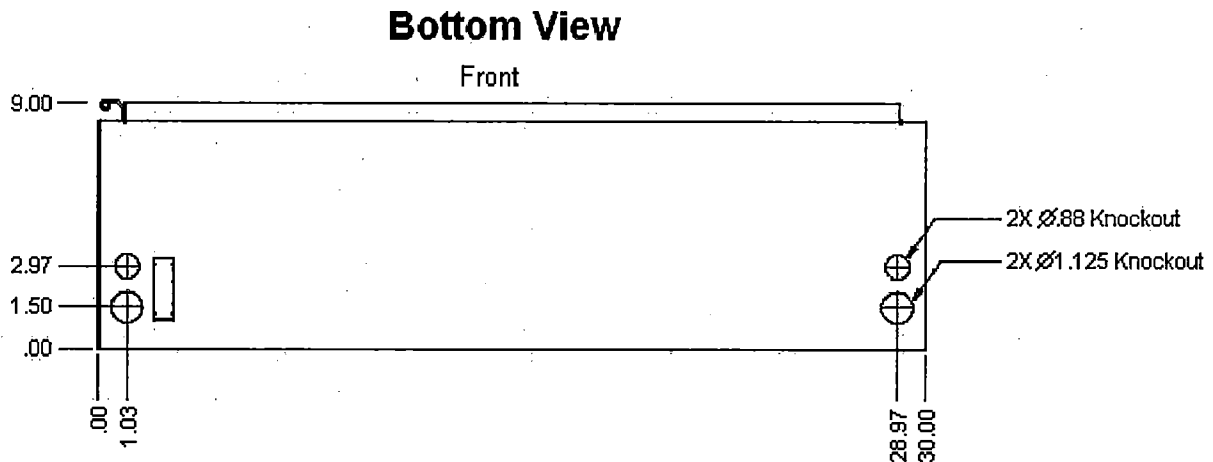
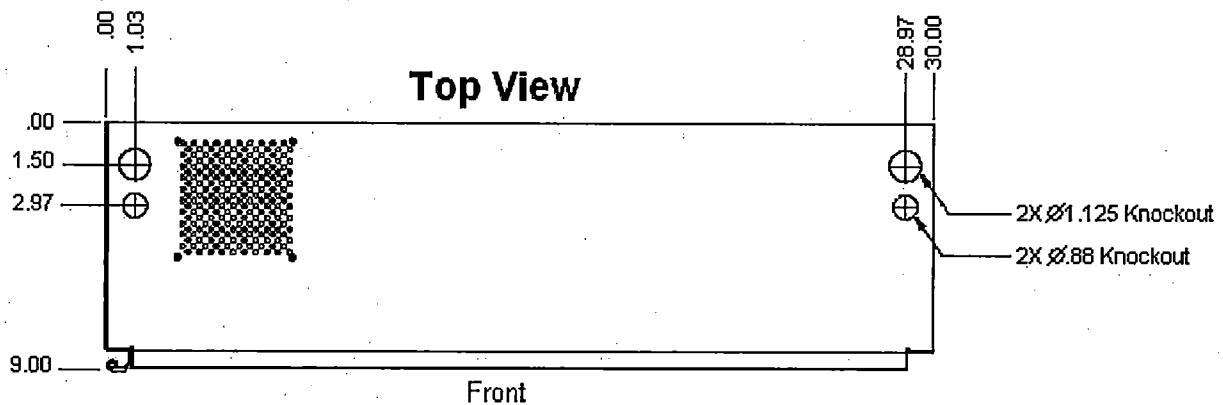
VSP, a 40-key Panel, and two 5" Lockers



Site Preparation

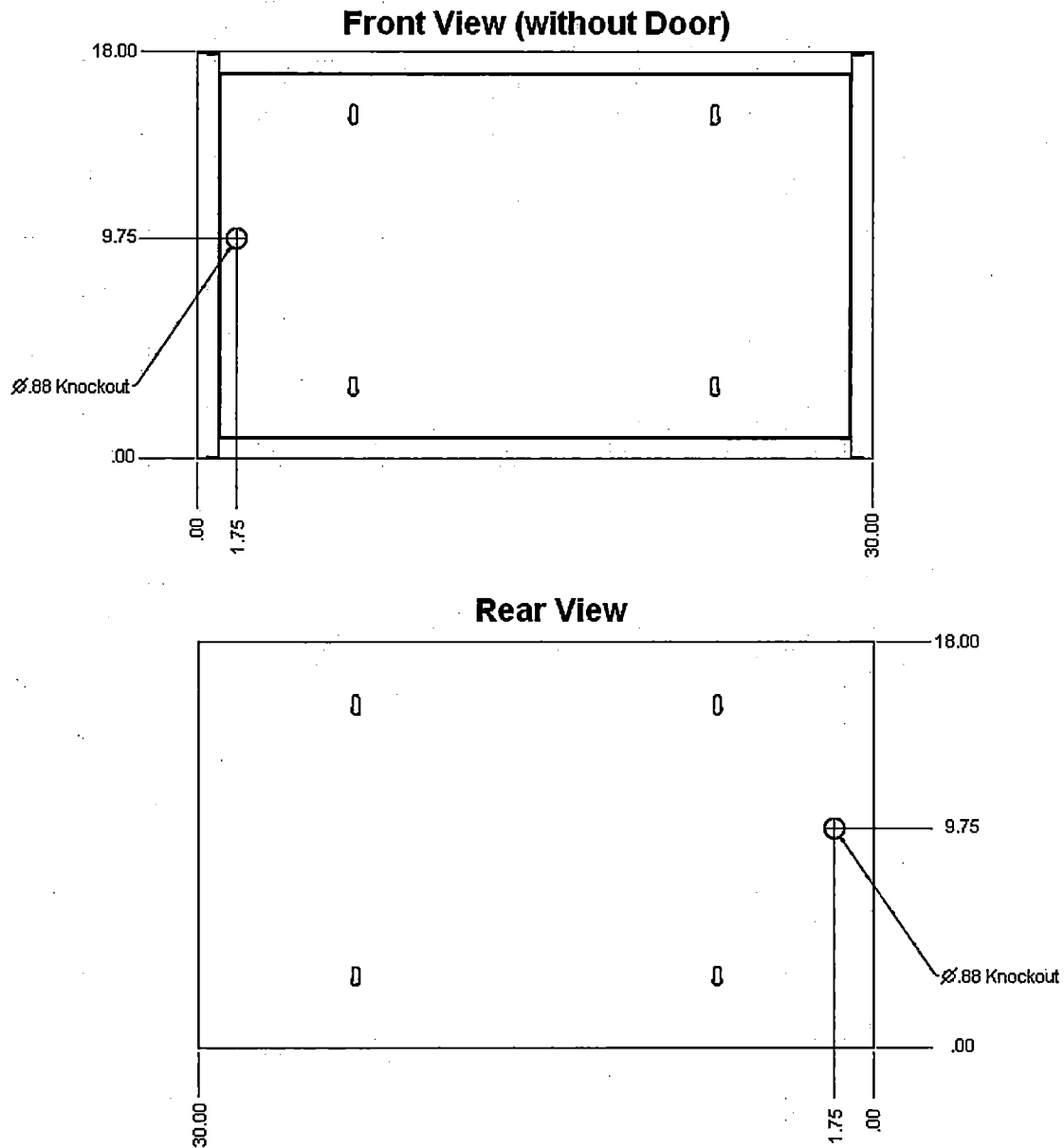
Appendix C: Power/Data Knockout Locations

SmartPanel (1 of 3)



All Measurements in inches

SmartPanel (2 of 3)



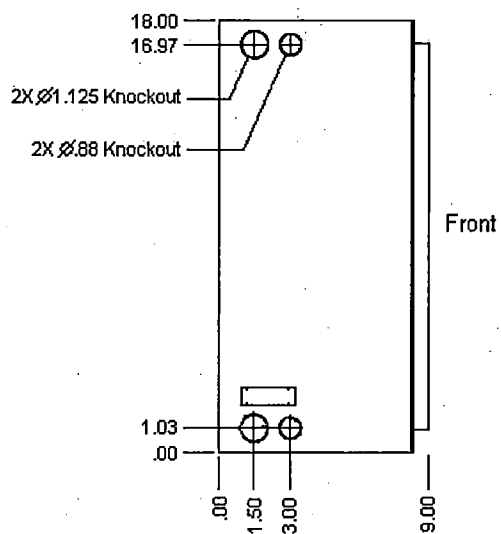
All Measurements in inches



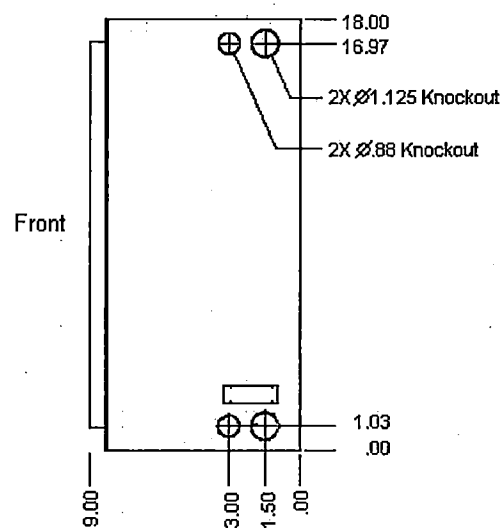
Site Preparation

SmartPanel (3 of 3)

Left Side View

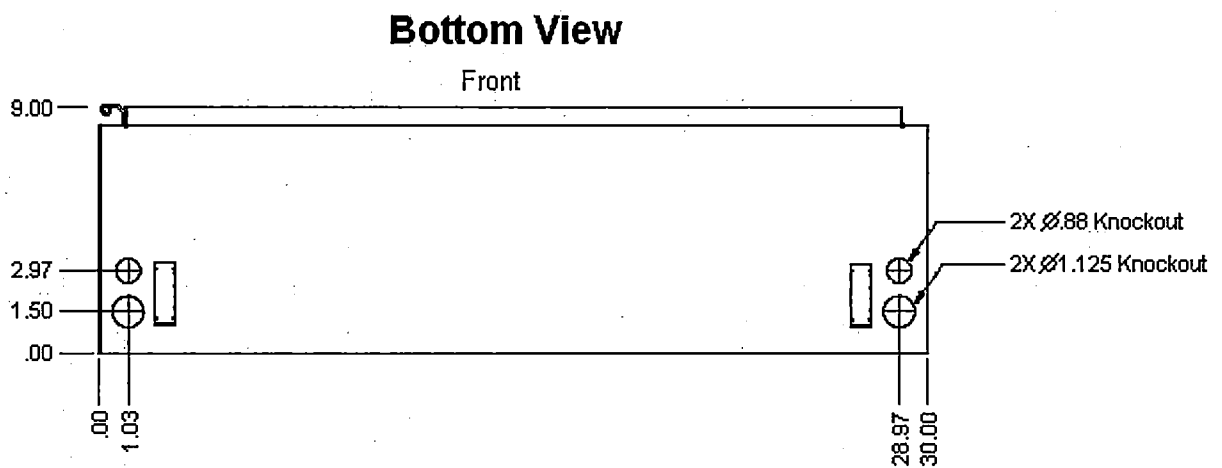
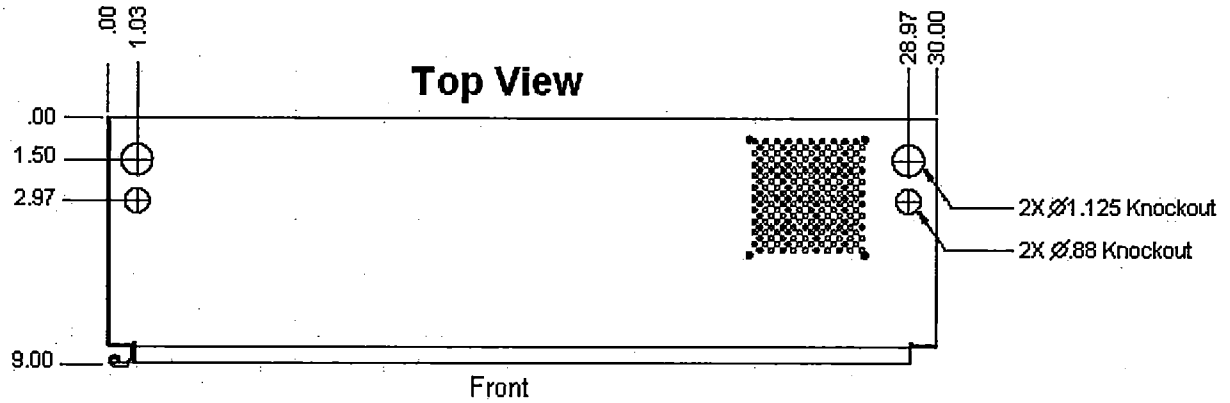


Right Side View



All Measurements in inches

Versatile SmartPanel (VSP) (1 of 3)

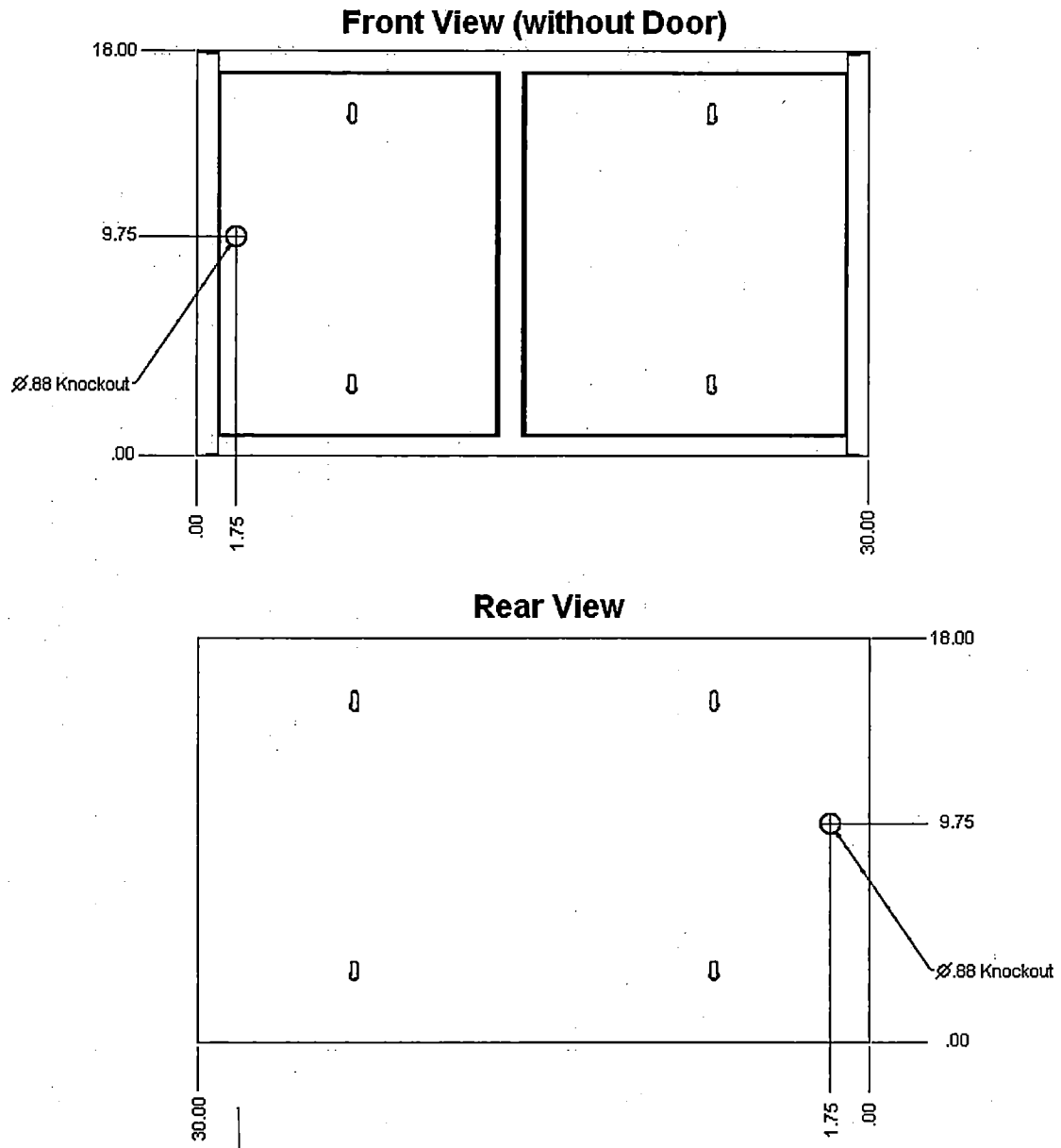


All Measurements in inches



Site Preparation

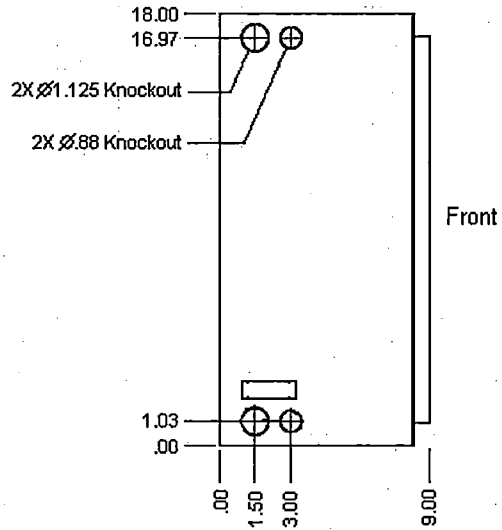
Versatile SmartPanel (VSP) (2 of 3)



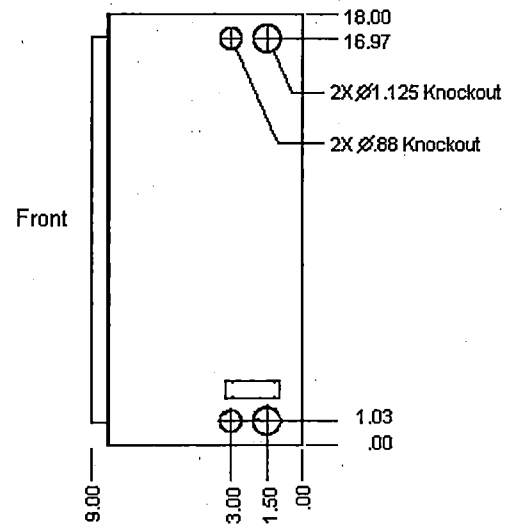
All Measurements in inches

Versatile SmartPanel (VSP) (3 of 3)

Left Side View



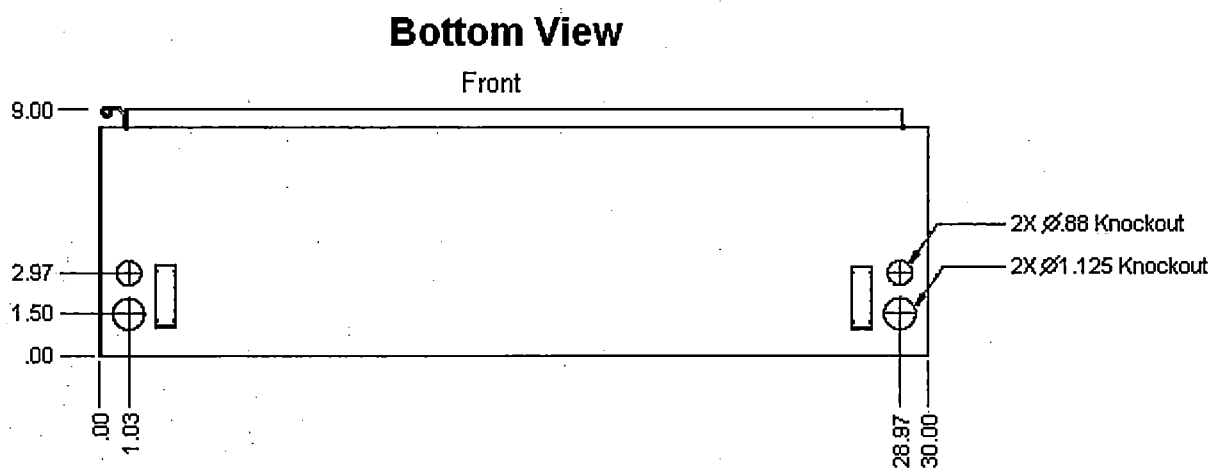
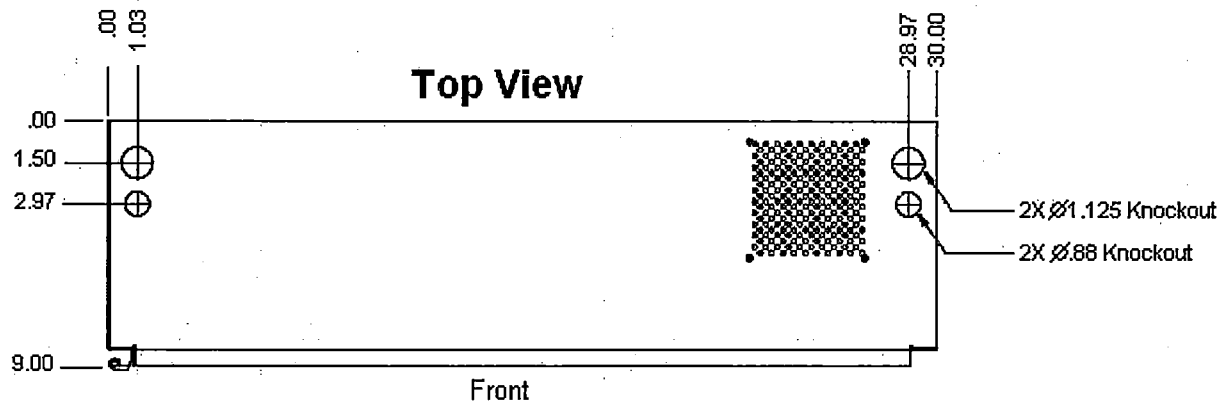
Right Side View



All Measurements in inches

Site Preparation

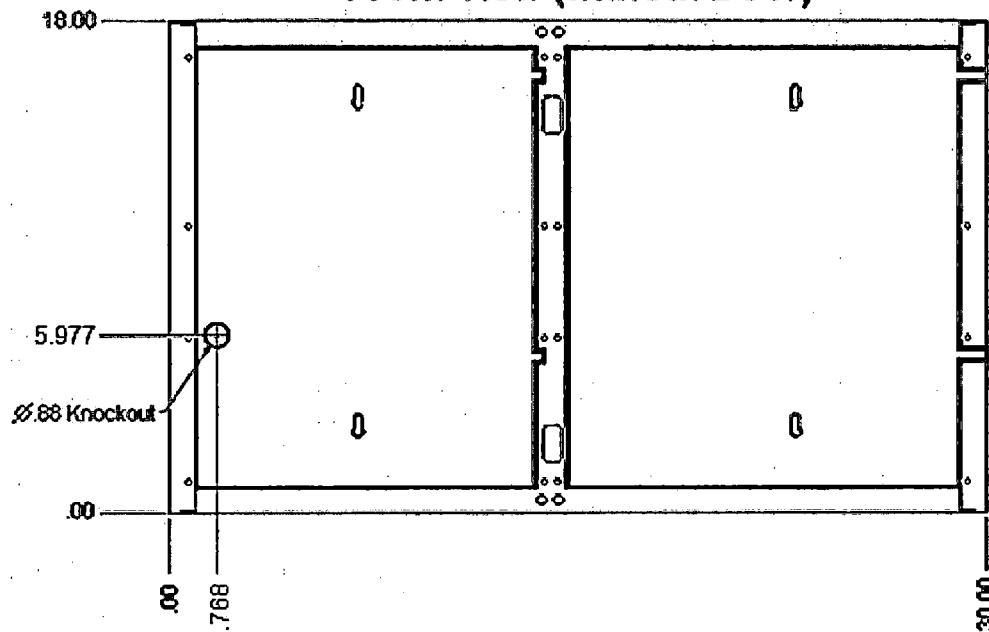
VSP2.0-MAIN and Expansion Base (1 of 3)



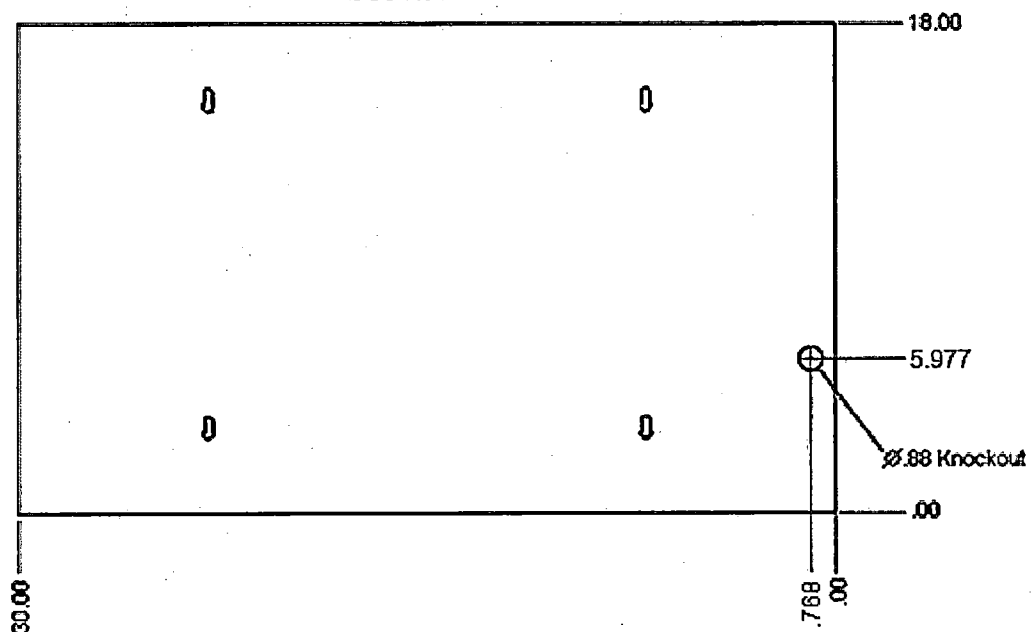
All Measurements in inches

VSP2.0-MAIN and Expansion Base (2 of 3)

Front View (without Door)



Rear View

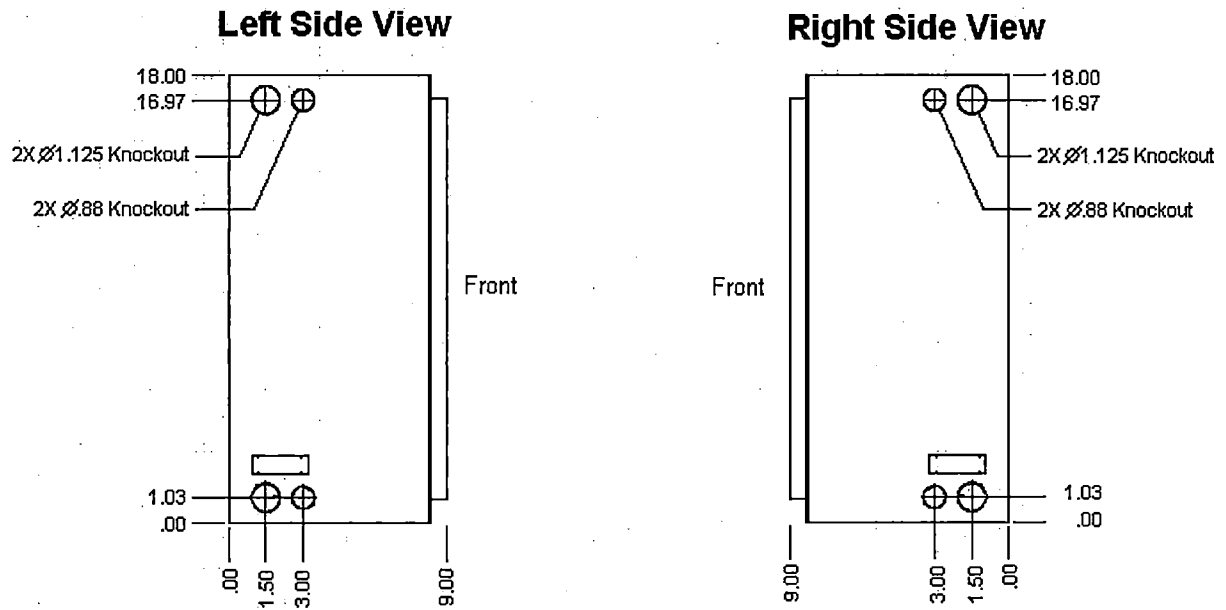


All Measurements in inches



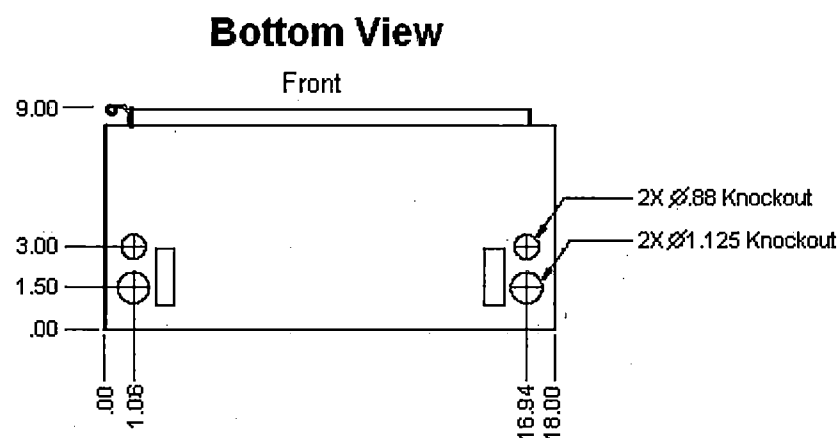
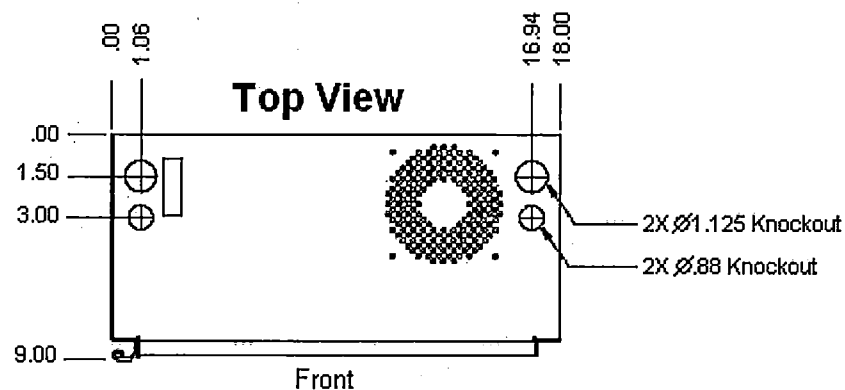
Site Preparation

VSP2.0-MAIN and Expansion Base (3 of 3)



All Measurements in inches

Versatile Command Panel (VCP) (1 of 3)

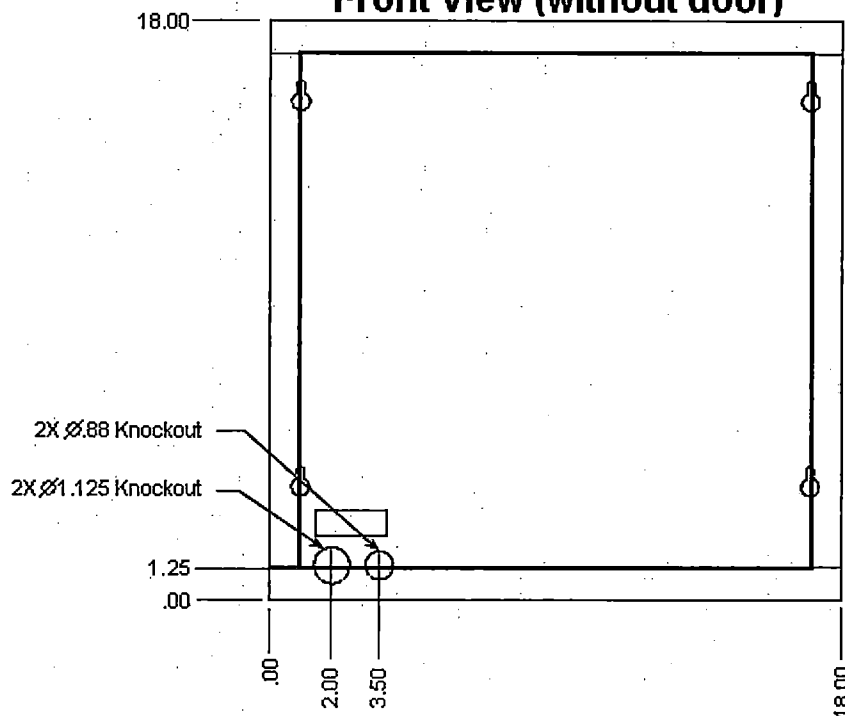


All Measurements in inches

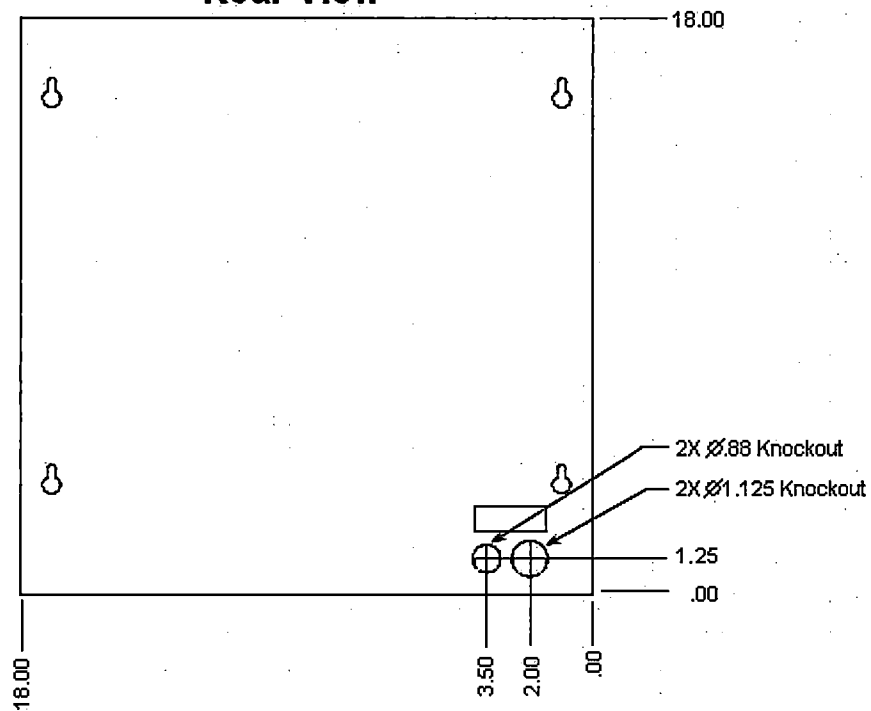
Site Preparation

Versatile Command Panel (VCP) (2 of 3)

Front View (without door)



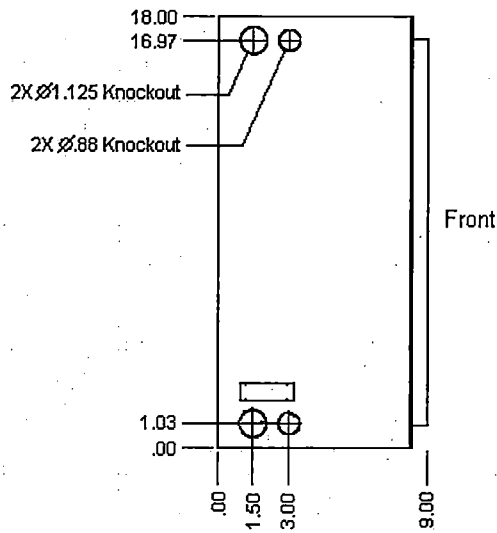
Rear View



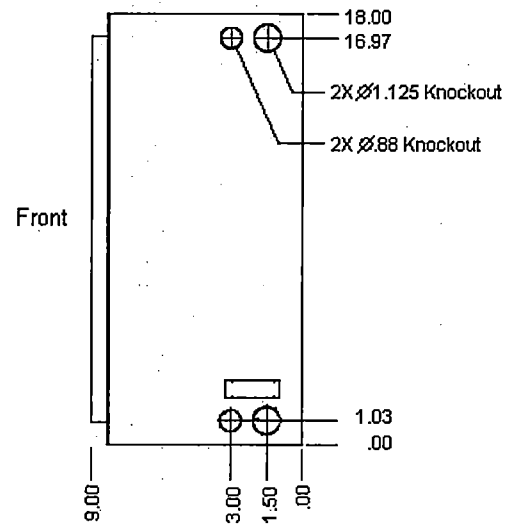
All Measurements in inches

Versatile Command Panel (VCP) (3 of 3)

Left Side View



Right Side View



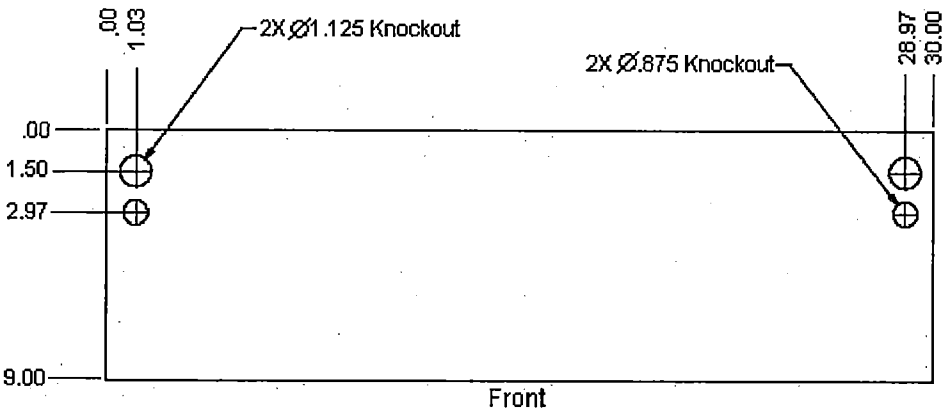
All Measurements in inches



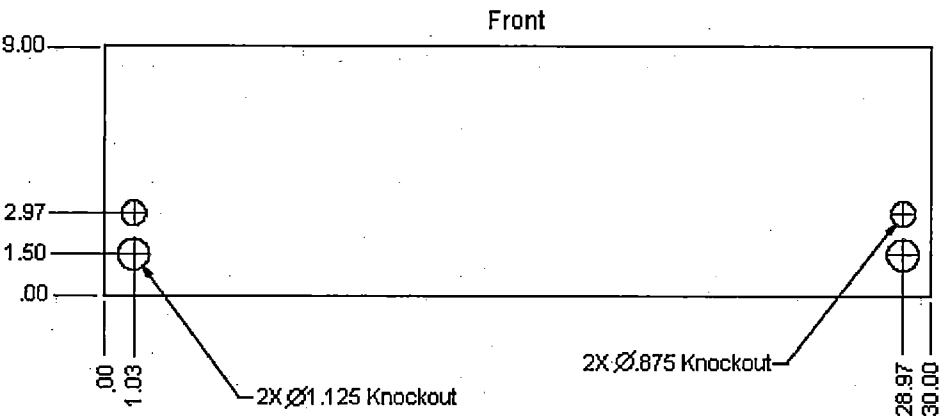
Site Preparation

Key Panel (1 of 3)

Top View

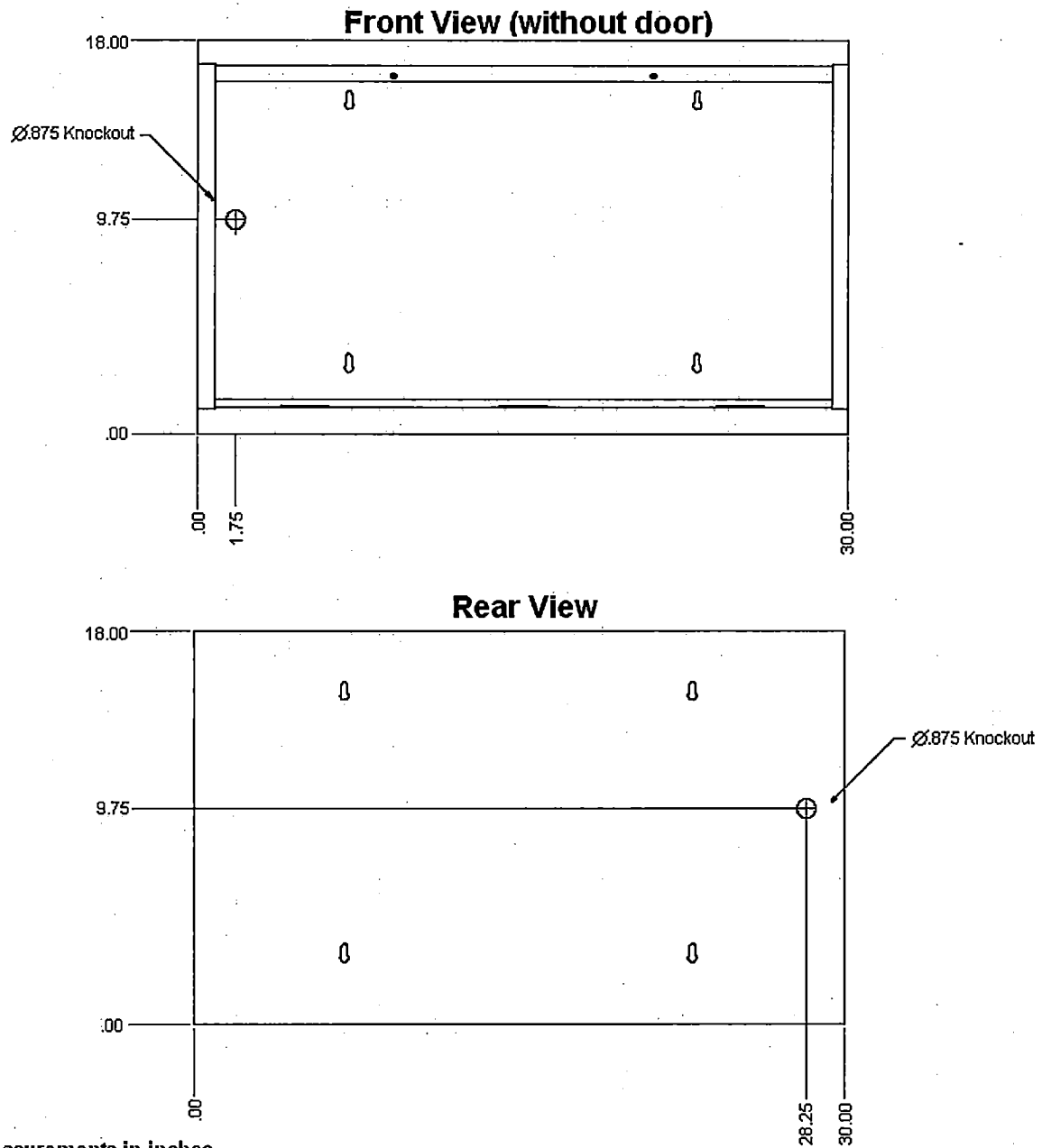


Bottom View



All Measurements in inches

Key Panel (2 of 3)

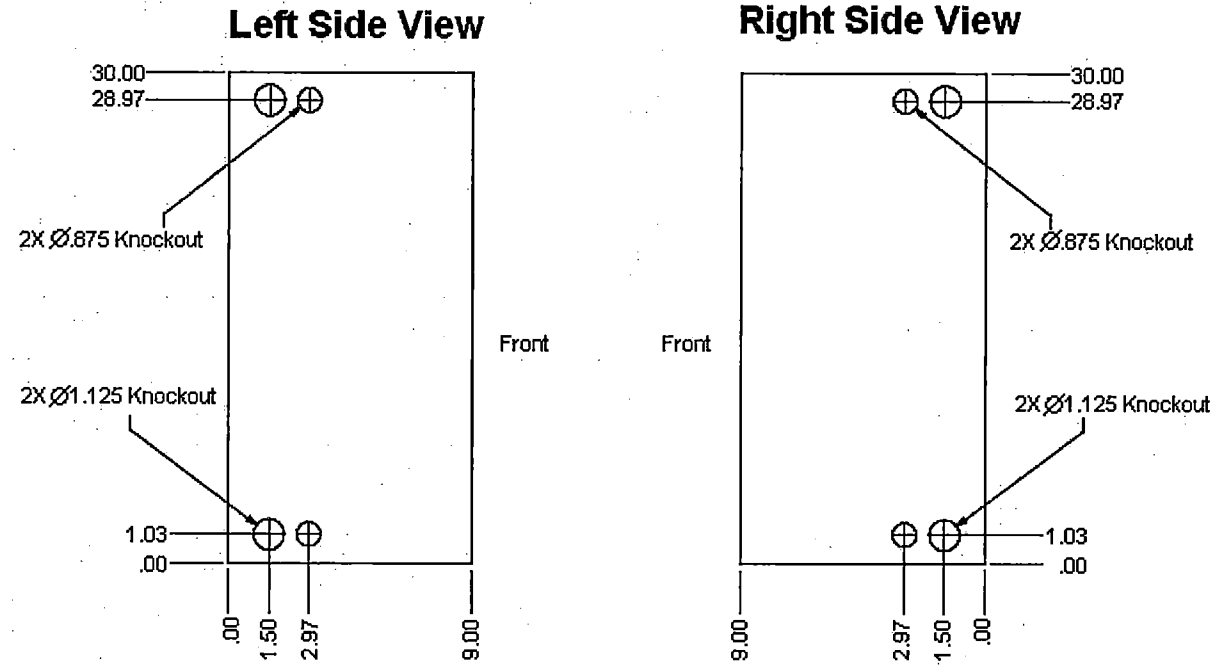


All Measurements in inches



Site Preparation

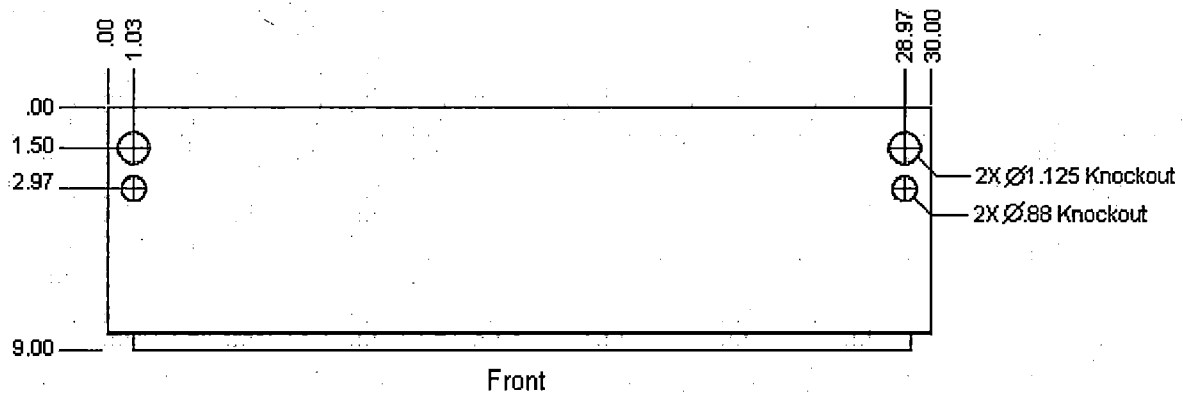
Key Panel (3 of 3)



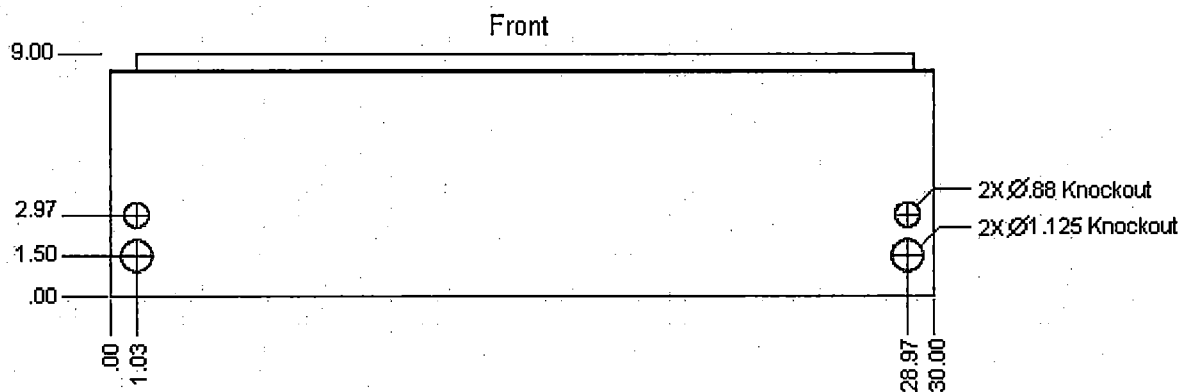
All Measurements in inches

Locker (1 of 4)

Top View



Bottom View



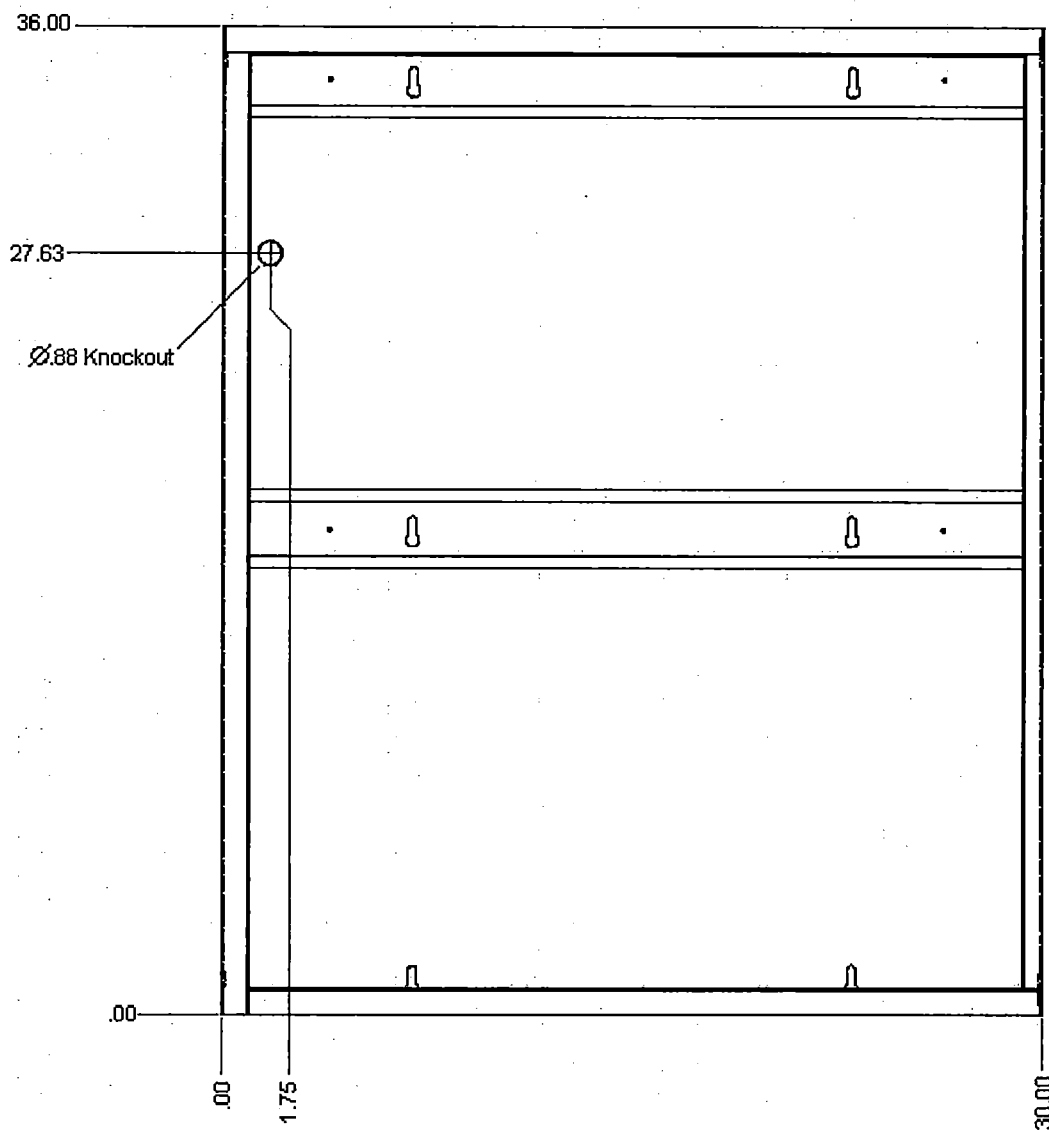
All Measurements in inches



Site Preparation

Locker (2 of 4)

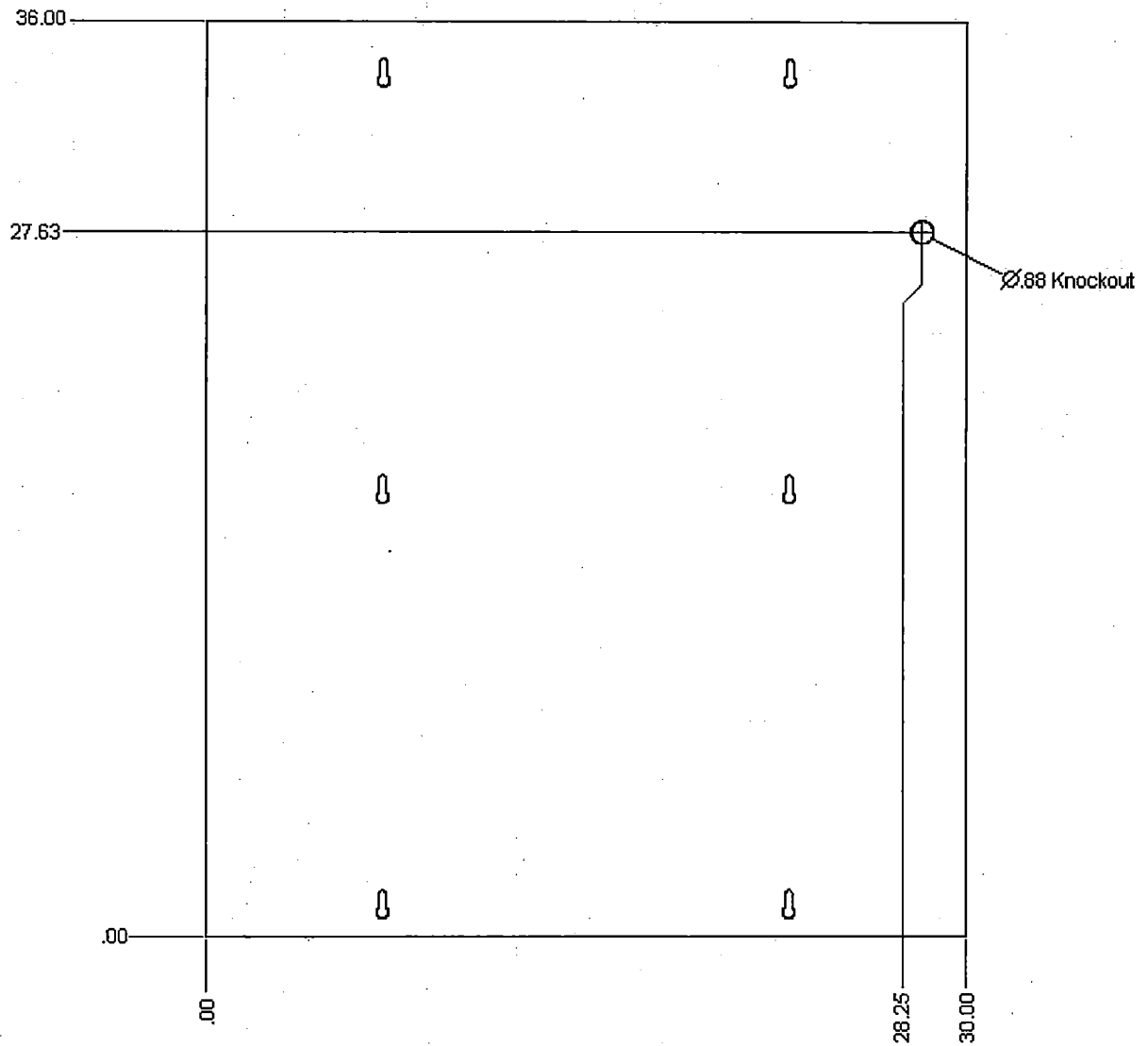
Front View (without door)



All Measurements in inches

Locker (3 of 4)

Rear View



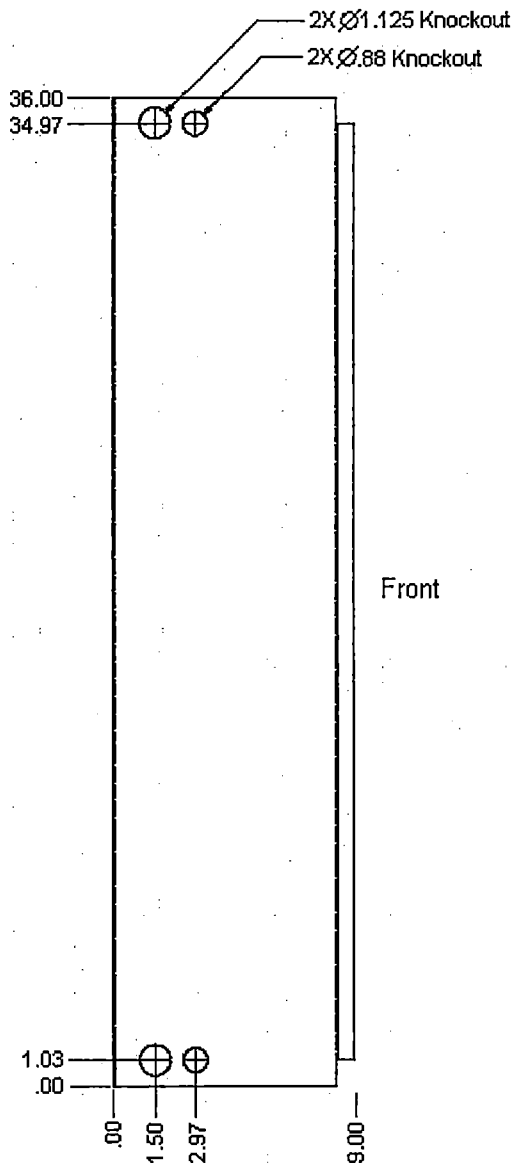
All Measurements in inches



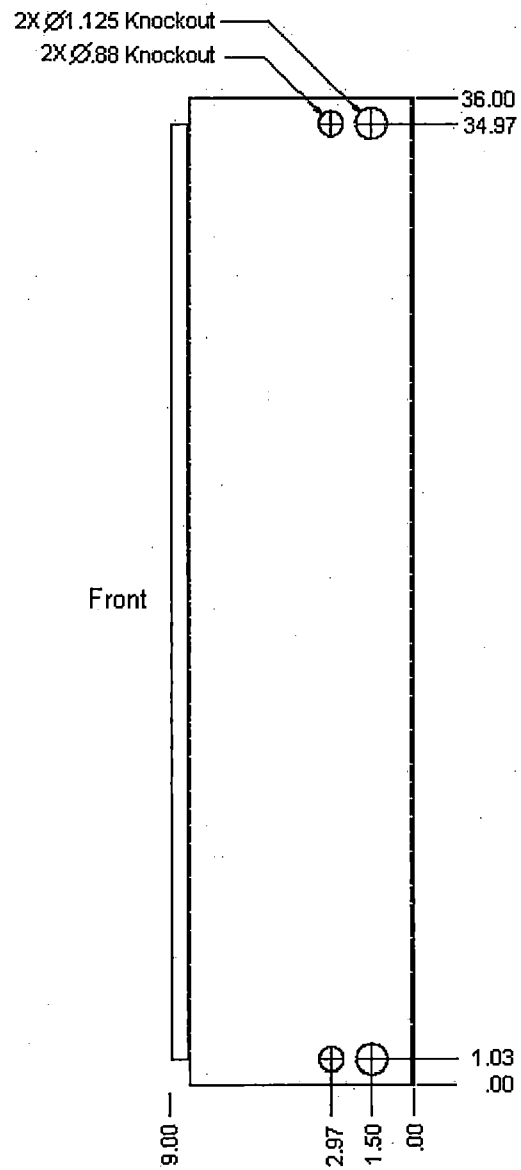
Site Preparation

Locker (4 of 4)

Left Side View



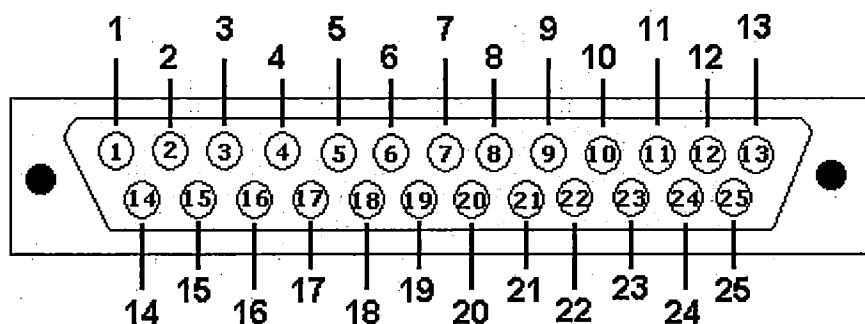
Right Side View



All Measurements in inches

Appendix D: Alarm Card Pinout

The Alarm Card can be connected to a maximum of two external relays using the DB25 connector on the card.



DB25 Male Connector Layout

PCI-E Alarm Card

Relay Pinouts:

Pin #	Signal
1	Alarm Output Relay 1 (Common)
2	Alarm Output Relay 1 (Normally Open)
3	Alarm Output Relay 1 (Normally Closed)
4	N/A
5	N/A
6	N/A
7	N/A
8	N/A
9	Low Voltage TTL Input 2
10	Low Voltage TTL Input 1
11	Low Voltage TTL Output 2
12	Low Voltage TTL Output 1
13	Local Power (3.3V via 500mA polyfuse)

Pin #	Signal
14	Alarm Output Relay 2 (Common)
15	Alarm Output Relay 2 (Normally Open)
16	Alarm Output Relay 2 (Normally Closed)
17	N/A
18	N/A
19	N/A
20	N/A
21	N/A
22	Ground
23	Ground
24	Ground
25	Ground



Site Preparation

Appendix E: Connecting the System to a UPS

The purpose of this portion of the document is to assist in determining the current draw from your KeyTrak Guardian equipment. You can then use this information to assist in purchasing an Uninterruptible Power Supply (UPS) from a UPS vendor.

NOTE: Do not run a laser printer on this UPS.

Step 1

You will first need to determine the number of Amps (A) being used. See Figure 1 for an example.

SmartPanel (1.0 Amp)	_____ Amps
Versatile SmartPanel (2.0 Amps)	_____ Amps
Versatile SmartPanel 2.0 (1.0 Amps)	_____ Amps
Versatile Command Panel (1.0 Amps)	_____ Amps
5" Locker Panels (_____ (number of 5" lockers) * 1.0 Amp)	_____ Amps
15x5" Locker Panels (_____ (number of 15x5" lockers) * 1.0 Amp)	_____ Amps
12" Locker Panels (_____ (number of 12" lockers) * 0.5 Amp)	_____ Amps
24-Key Panels (_____ (number of 24-Key Modules) * 1.0 Amp)	_____ Amps
40-Key Panels (_____ (number of 40-Key Modules) * 1.0 Amp)	_____ Amps
Drawer Modules (_____ (number of Drawer Modules) *.25 Amp)	_____ Amps
Card Modules (_____ (number of Card Modules) *.25 Amp)	_____ Amps
12-Key Modules (_____ (number of 12-Key Modules) *.25 Amp)	_____ Amps
KeyTrak Drawer Power Supplies (_____ (number of power supplies) * 0.5 Amp)	_____ Amps
(Number of drawer power supplies plugged into a power outlet, NOT the total number of drawers)	_____
-----	-----
	-
Total Amps	_____ Amps

(continued on next page)



Site Preparation

The following is an example of a KeyTrak Guardian Versatile SmartPanel, one 40-Key Panel, and one 5" Locker Panel.

Versatile SmartPanel (2.0 Amp)	<u>2.0</u> Amp
40-Key Panel (<u>1</u> (number of 40-Key Panels) * 1.0 Amp)	<u>1.0</u> Amp
5" Locker Panel (<u>1</u> (number of 5" Lockers) * 1.0 Amp)	<u>1.0</u> Amp

--	
Total Amps	4.0 Amps

Figure 1

Step 2

You will now need to determine the Volt Amps (VA) needed. See Figure 2 for an example.

NOTE: If using 240V, DO NOT adjust the voltage in the calculation below. The VA will be the same for 120 Volts or 240 Volts.

_____ Amps * 120 Volts = _____ VA

The following is an example of a KeyTrak Guardian Versatile SmartPanel, one 40-Key Panel, and one 5" Locker Panel.

4.0 Amps * 120 Volts = 480 VA

Figure 2

Step 3

Decide how long you want the system to run after a power failure: _____ minutes



Site Preparation

Step 4

Use the following statement when speaking with your UPS vendor.

The equipment I am using requires _____ VA. I require _____ minutes of run time after a power loss.

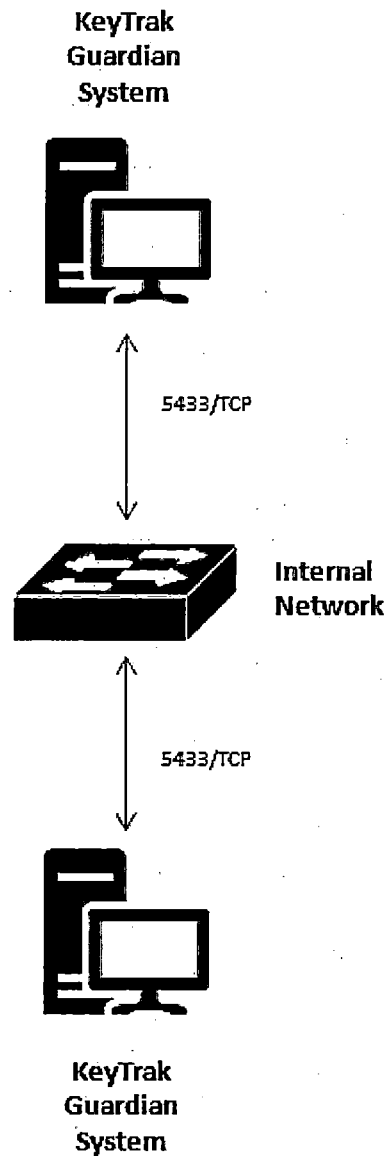
A knowledgeable UPS vendor will be able to supply you with the correct size UPS using the information provided above.

If you have questions, contact KEY Product Support at **1-800-541-5033**.

Appendix F: Network Diagrams

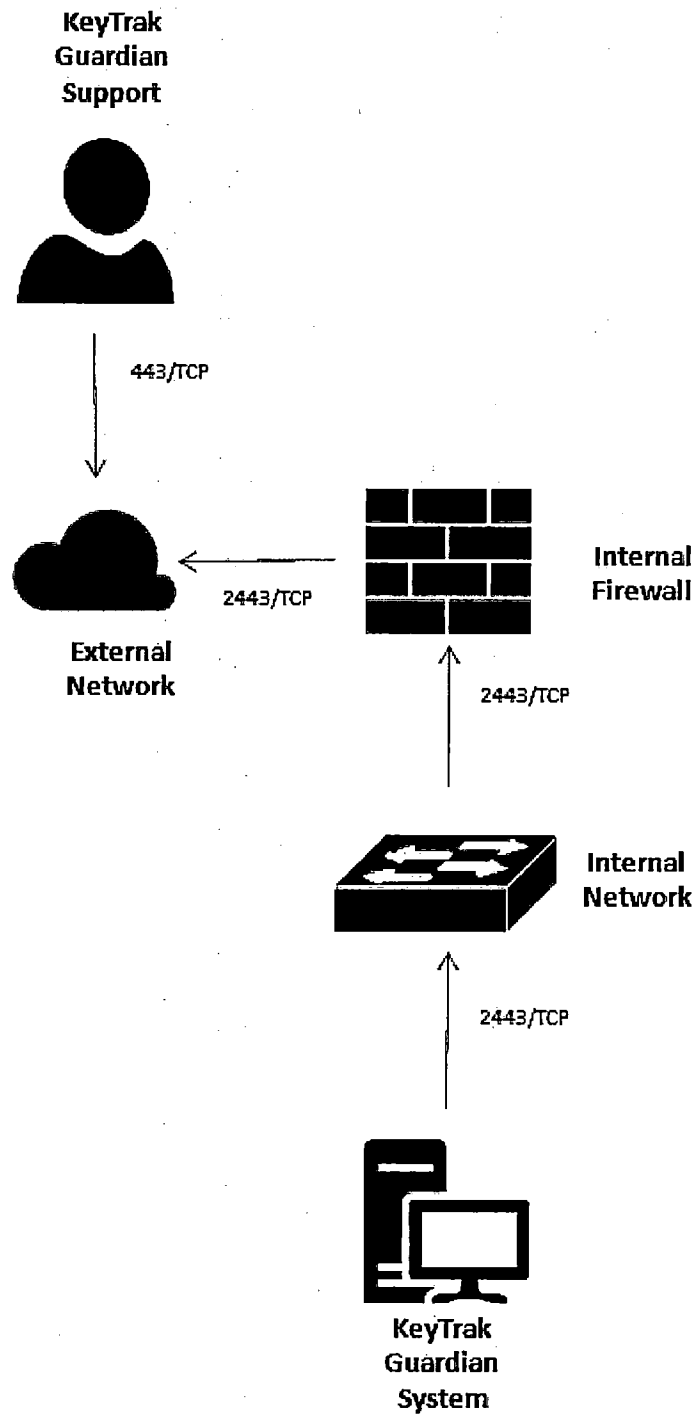
The following physical network diagrams are provided to assist your IT staff with documenting the KeyTrak system network layout.

KeyTrak Guardian Networking



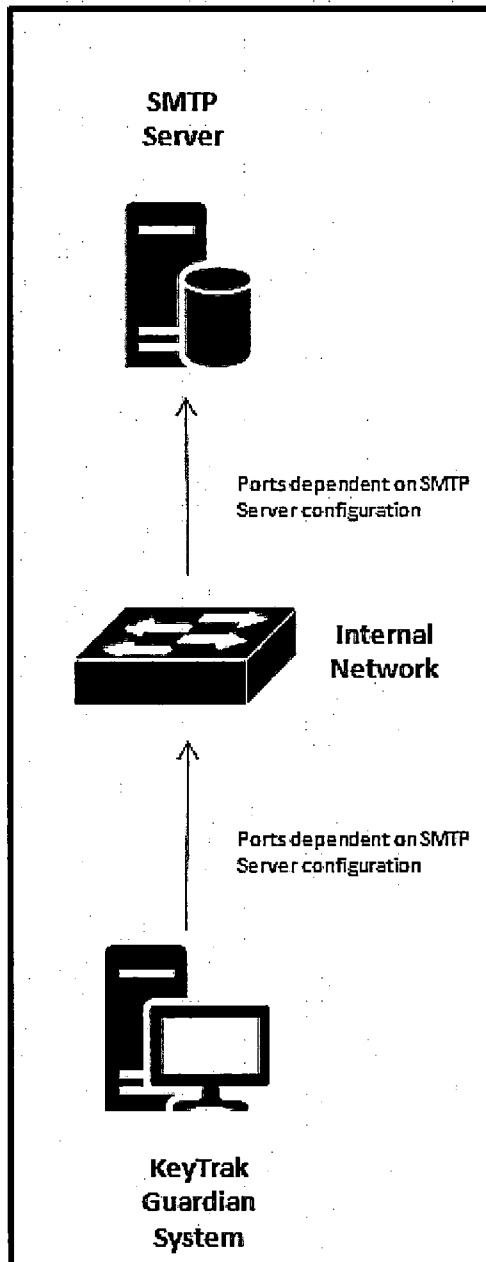
Site Preparation

Remote Connection

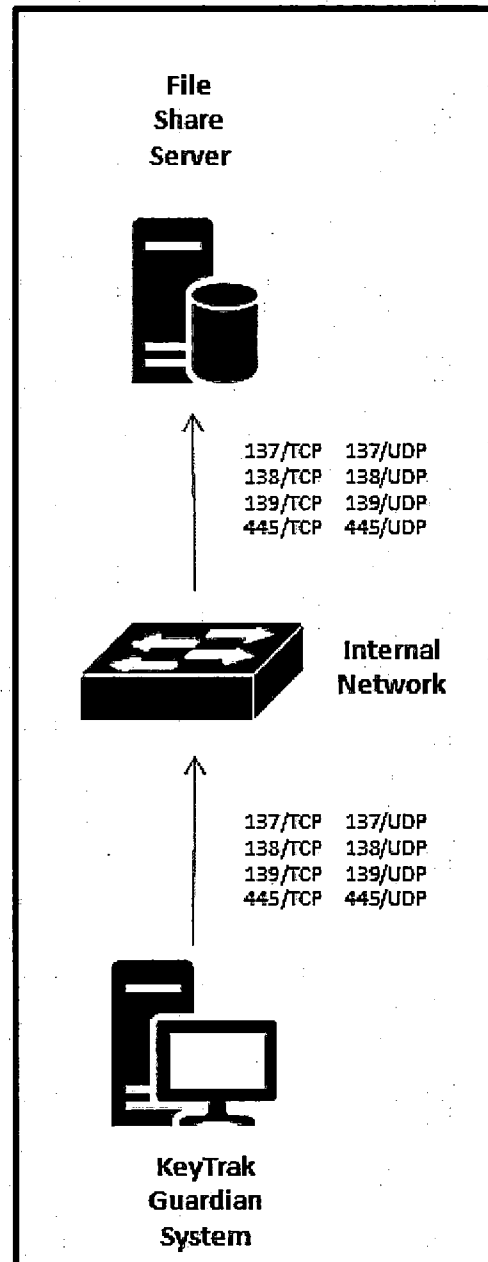


Report Export (E-Mail / File Share)

E-mail



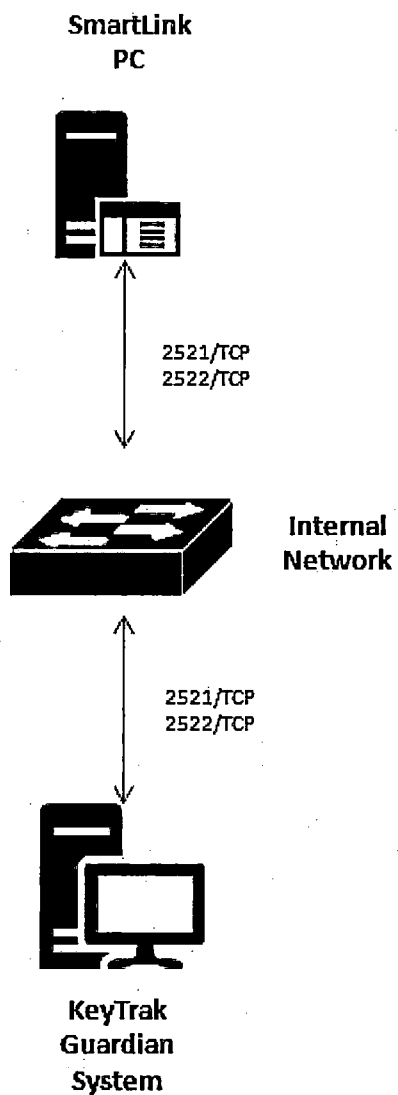
File Share



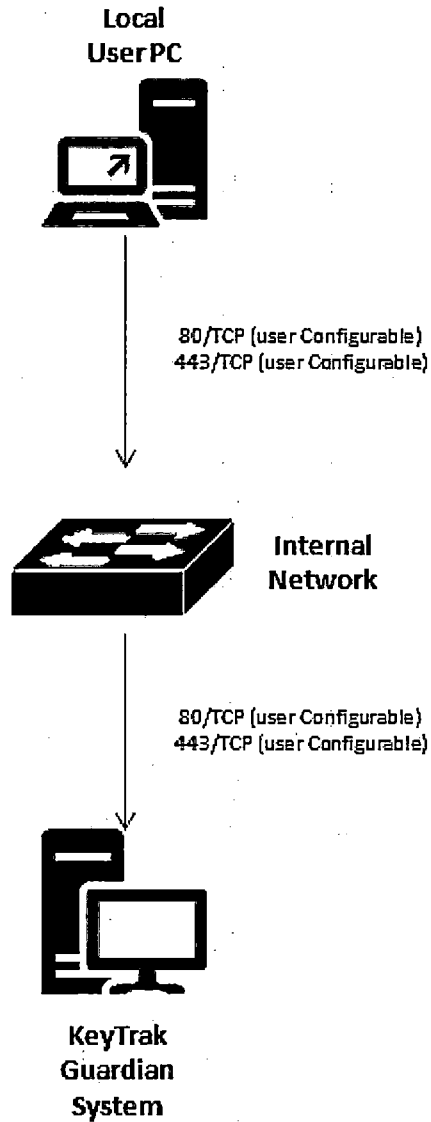


Site Preparation

SmartLink Plus

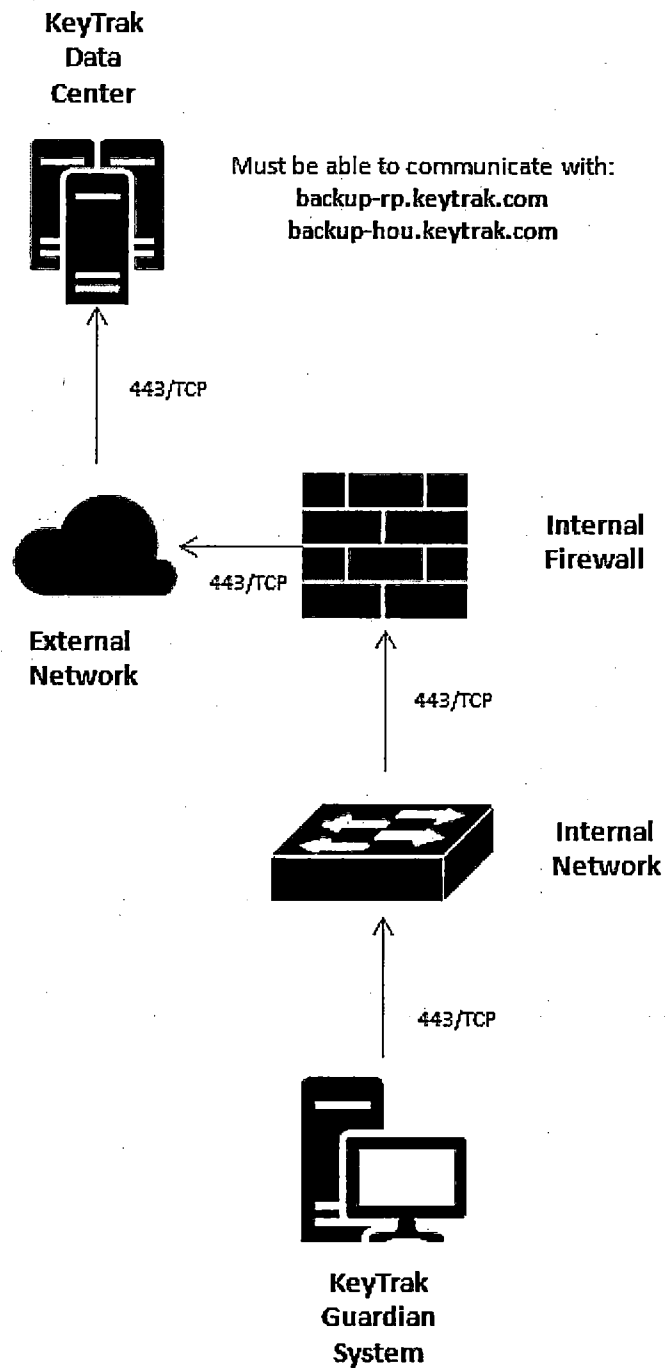


Web Plus



Site Preparation

Cloud Backup

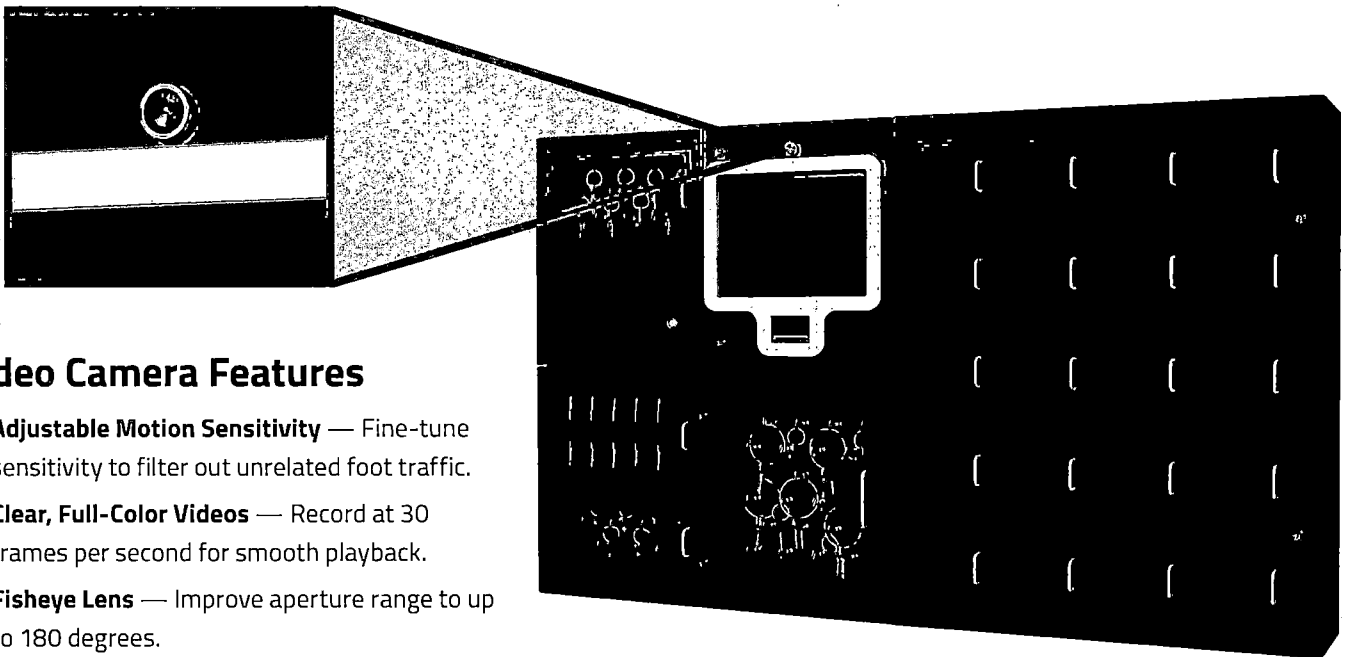


KeyTrak Guardian Plus

INDUSTRY-WIDE

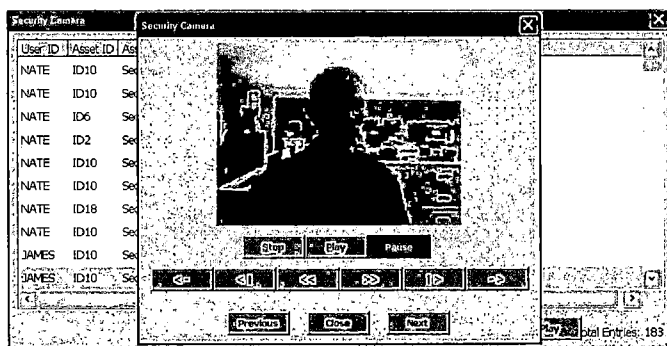
See What You've Been Missing

The KeyTrak Guardian Plus software features an integrated, motion-activated video camera that is discreetly mounted on the front of the Guardian Versatile SmartPanel. Since the camera is motion activated, anyone checking a key out, accessing lockers or even just standing in front of the panel will be recorded. **No activity will go untraced.**



Video Camera Features

- **Adjustable Motion Sensitivity** — Fine-tune sensitivity to filter out unrelated foot traffic.
- **Clear, Full-Color Videos** — Record at 30 frames per second for smooth playback.
- **Fisheye Lens** — Improve aperture range to up to 180 degrees.



Monitor Activity Anywhere, Anytime

To view, download, and save videos, you can log in to Web Plus from a PC with internet access. Once you've downloaded a file, the video can be viewed on any PC.

Videos are automatically sorted by transaction type, and a full-featured reporting toolset allows administrators to quickly and easily locate the desired footage.

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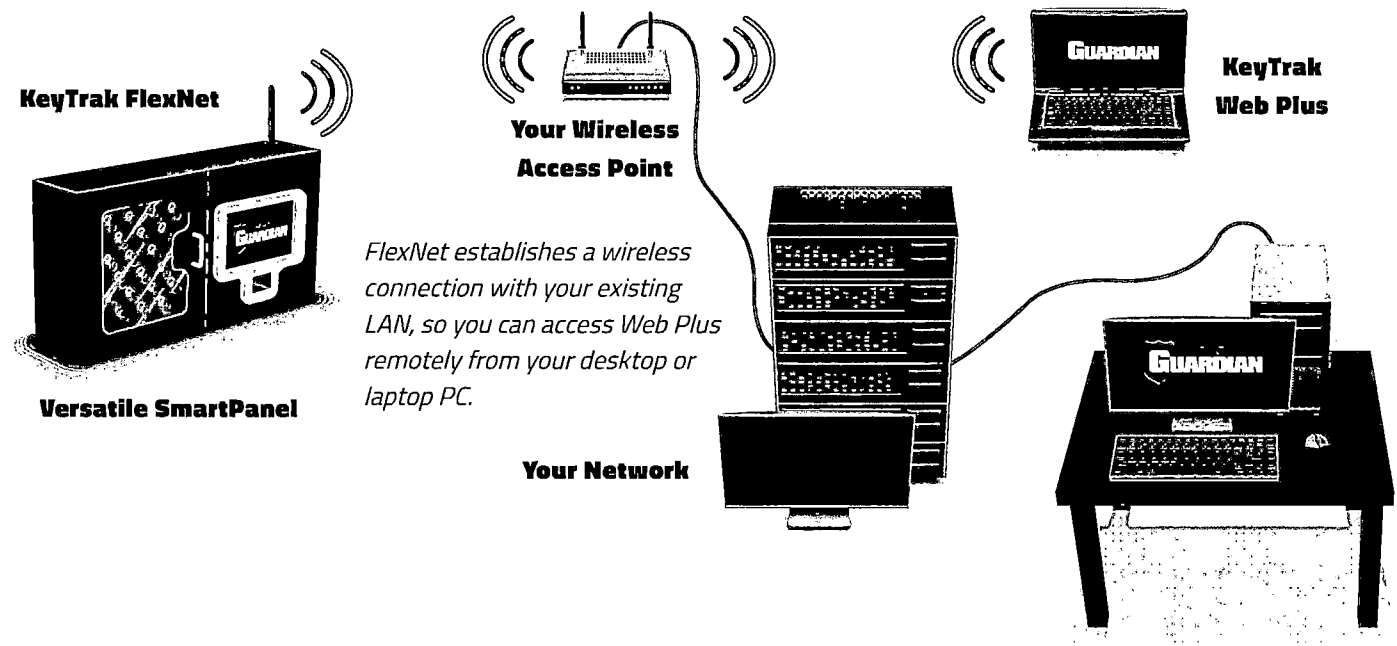
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Guardian FlexNet

FlexNet establishes a wireless connection with your LAN so you can access Web Plus, our online portal, remotely from your desktop or laptop PC.

By eliminating the need for the Guardian system to be placed near a LAN connection to accommodate cabling, you can position your Guardian system where it's most convenient for users.



Benefits

- Convenience of installing the Guardian system in areas previously inaccessible due to the LAN cabling requirement.
- Potential for improved workflow by placing the system in an area that is most convenient for checking out keys.
- Ability to change the system location on the fly if necessary.

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KeyTrak Cloud Backup

Protect Your Data, Protect Your Business

Data loss is one of the biggest threats facing businesses today. Some of the top causes are data corruption, security breaches, power loss, backup power failure, user error, and hardware/software failure — each of which could happen at any time.¹

What would happen if you suddenly didn't know where your keys were in the drawer, which keys were checked out, and who had them last? Would you agree that losing data from your KeyTrak system would not only create unnecessary work for your business's employees but also create a liability risk?

If you experience a hardware failure, having an **effective incident response strategy** is crucial to minimizing downtime.

Why Backing up Data Saves Money in the Long Run

The average cost of a lost or stolen record in the U.S. is \$242 per record. This amount factors in both the direct costs of recovery and indirect costs like abnormal customer churn.² Fortunately, taking measures to protect your data can reduce this number, which is why we offer the option to back up a map of your KeyTrak drawer contents to external media. But what happens if someone forgets to run the backup? Or what happens if the external media is corrupted?



A Better Way for Backups

With KeyTrak Cloud Backup, you can minimize the likelihood of human error and receive additional protection for your data. Cloud Backup is an off-site data backup platform that **automatically** creates secure backups via the cloud every night. In case your server goes down, the service includes overnight shipping of a replacement server that's preloaded with the latest backup.

Benefits

- Lower risk of time spent rebuilding data logs
- Overnight server replacement included in cost of solution
- Added redundancy through additional backup point (in addition to LAN and CD)
- **Automation** — no need for employees to take time away from jobs to create backups
- Secure link to data center

Guardian Overview

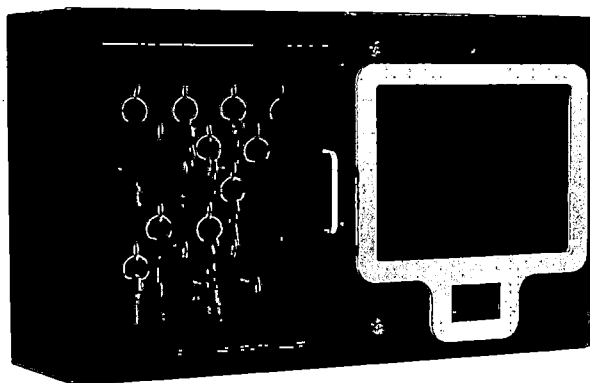
The Guardian Versatile SmartPanel (VSP) system provides a key and asset management solution for law enforcement organizations and correctional facilities desiring to hold staff accountable for their access to specific vehicles, assets, or areas within a facility.

Complete Control

With the Guardian's key and asset control capabilities, your facility can increase security and reduce the number of lost, stolen, or misused keys and assets.

You can individually assign users to specific keys and asset lockers, leaving all remaining items secured in the unit. The Guardian offers multiple authentication alternatives, including a built-in fingerprint reader, an optional proximity card reader, and more.

From the physical security of having every key or locker individually locked to the mental security that comes from knowing where keys and assets are at all times, the Guardian offers a complete key and asset control solution.



The KeyTrak Guardian can be fitted with 12-key, 24-key, or 40-key panels.

Features

- **Touchscreen Monitor** — Each system comes with a 15-inch touchscreen monitor.
- **Built-in Fingerprint Reader** — The Guardian comes with a biometric fingerprint reader to combine high security with quick access.
- **Multiple Access Options** — Each VSP can be configured with multiple access options, such as a magnetic card reader and a proximity reader.
- **Customizable** — The system can control a variety of security modules — key panels, asset lockers, and more — simultaneously.
- **Solid Steel Components** — Key panels use durable, solid steel components rather than plastic pieces to give users total lockdown security and prevent excessive wear and tear.

Applications

Pool, Fleet, and Special Purpose Vehicle Keys

If your organization has a pool or fleet of patrol and special purpose vehicles, knowing who's accessing those vehicles should be as important as the security of the vehicles. By securing vehicle keys in KeyTrak Guardian key panels, you can track who accessed keys and when, giving you a verifiable audit trail and the ability to hold staff accountable.

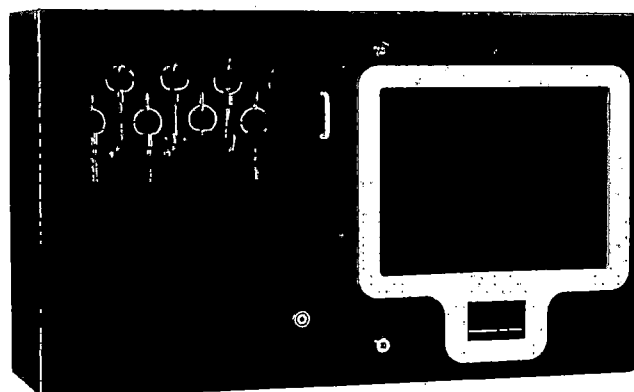
With unique access credentials and authorization levels for each user, the KeyTrak Guardian simplifies and speeds up the key checkout process. This eliminates the need for your key manager to be always on call, freeing them up to perform other job duties and keeping them from making late-night trips to your facility.

Guardian for Law Enforcement and Corrections

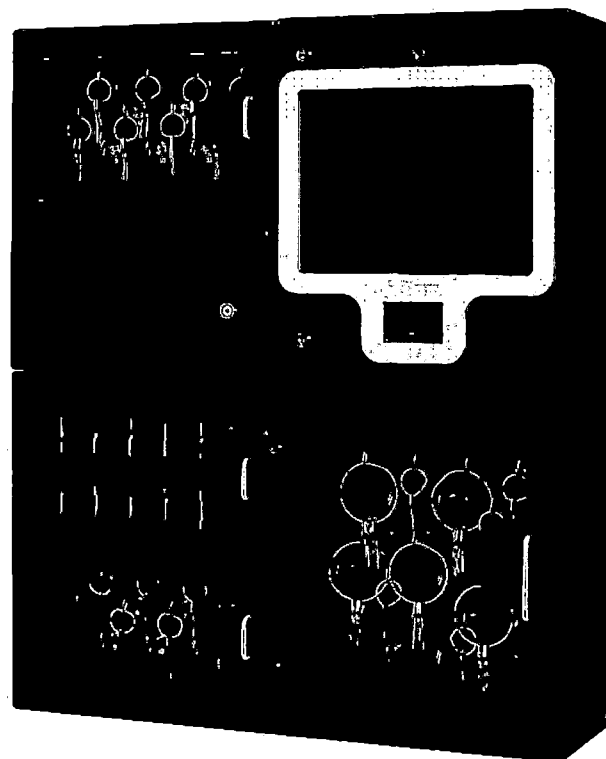
The Guardian Versatile SmartPanel (VSP) system provides a key and asset management solution for law enforcement organizations and correctional facilities desiring to control access to specific vehicles, assets, or areas within a facility.

Correctional Facilities

- Store keys in central locations, enabling correctional officers (COs) to quickly access keys while keeping them away from inmates.
- Secure large Folger Adam-style keys with patented, solid steel lock cylinders.
- Automatically generate a verifiable audit trail.
- Alert senior officers when keys aren't returned within a designated time frame.
- Make key checkout procedures electronic, quick, and simple, eliminating inadequate manual paper logs.



The KeyTrak Guardian key panels can store large Folger Adam-style keys.



The VSP 2.0 system shown above features a 12-key module, 12-key drawer module, and a modular expansion panel with a 12-card module, 12-key module, and a 24-key panel. Solid door panels are also available.

Guardian Versatile SmartPanel

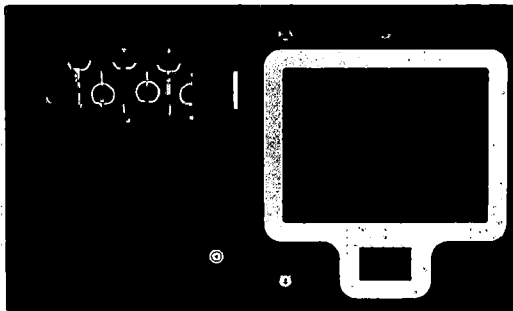
The KeyTrak Guardian Versatile SmartPanel (VSP) is an automated key and asset control system that features hardware and software designed to efficiently secure your high-value keys and assets. The system's modular design allows you to customize a system that maximizes storage space while providing an asset control method appropriate for your organization's assets (e.g., keys, technology, personal belongings, or credit cards). As your physical security requirements change, the system can evolve and expand as needed.

Features

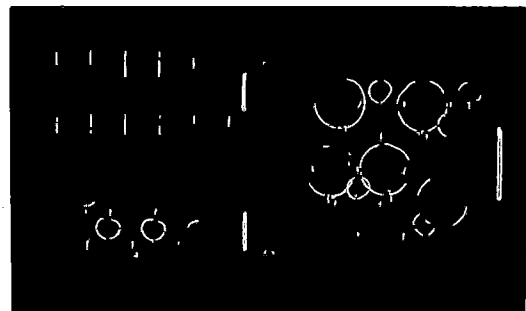
- 15-inch touchscreen interface
- Solid steel system components (including key and card modules, key drawers, and lockers)
- KeyTrak Guardian Plus software
- Biometric fingerprint reader
- Built-in motion-activated camera

User Capabilities

- Receive text alerts for invalid login attempts, overdue keys, etc.
- Restrict access to sensitive keys
- Automatically produce a 100 percent verifiable audit trail
- Network multiple Guardian systems
- Perform key audits in seconds rather than days
- Automatically receive scheduled reports via email
- Reduce liability risks



The VSP 2.0 base combines a SmartPanel with either a 24-key panel or any combination of two 12-key modules, 12-card modules, or 24-key micro drawers.



The modular add-on panel accommodates up to four 12-key modules, 12-card modules, or 24-key micro drawers. Blank metal covers conceal unused compartments.

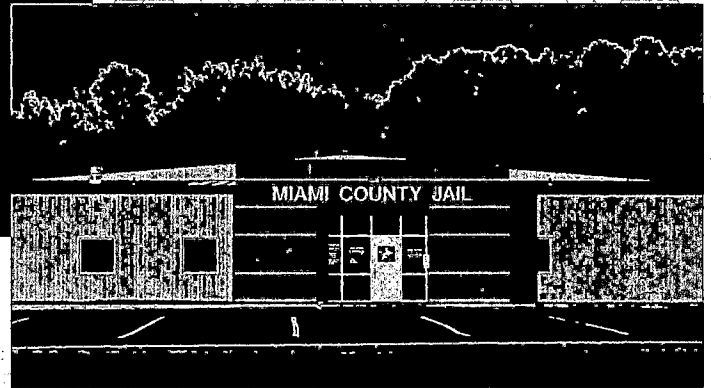
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Miami County Sheriff's Office



**Guardian has
changed our
facilities for
the better.**



— Dave Duchak, Sheriff
Miami County Sheriff's Office

The Situation

Correctional facilities are a hive of activity and visitors. With more than 3,800 inmate intakes per year across two facilities, the Miami County Sheriff's Office in Troy, Ohio, is all too familiar with the daily buzz.

Of course, inmates aren't the only people who enter the facilities' secure areas. Visiting officers and deputies must also be processed and cleared, and items like handguns, knives, and pepper spray must be checked in. Failing to secure such items properly is a major risk to the staff's safety and the facilities' security.

"We need to be certain that weapons are secure when our deputies and other officers enter the facilities," Captain and Jail Administrator Mike Marion said. "We simply can't have firearms within reach of inmates, and every weapon must be accounted for when an officer isn't holding it. With this new technology, deputies and officers are able to enter and leave the facilities more quickly and get on with their daily business. Plus, everything is logged, and reports are easy to pull if needed."