

DATE: October 13, 2020

TO: 911 Emergency Response Advisory Committee

FROM: Dena Moore, Manager, City of Reno Public Safety Dispatch,
avansinod@reno.gov 775-334-2370

THROUGH: Zachary Thew, Commander, Reno Police Department

SUBJECT: REQUEST FOR EQUIPMENT REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY DISPATCH PSAP: A review, discussion and possible action to approve, deny or otherwise modify a request for funding for the costs associated with the purchase of Six (6) HW540 Plantronics Encore Convertible Headsets for \$423.60, five (5) Plantronics Spare Earloops for \$29.30, ten (10) Plantronics Quick Disconnect In-line Mute Switch for \$115.40, fifteen (15) HP SB USB Wired Keyboards for \$333.75, thirty-five (35) Plantronics Spare Ear Cushions for \$102.05. A review, discussion, and possible action to approve, deny, or otherwise modify a request for reimbursement not to exceed a total of \$1,004.10.

SUMMARY

PUBLIC SAFETY EQUIPMENT REIMBURSEMENT FOR PRIMARY PSAP (Public Safety Answering Point) **RENO PUBLIC SAFETY DISPATCH:**

A review, discussion and possible action to approve, deny or otherwise modify a request for funding for the costs associated with the purchase of Six (6) HW540 Plantronics Encore Convertible Headsets for \$423.60, five (5) Plantronics Spare Earloops for \$29.30, ten (10) Plantronics Quick Disconnect In-line Mute Switch for \$115.40, fifteen (15) HP SB USB Wired Keyboards for \$333.75, thirty-five (35) Plantronics Spare Ear Cushions for \$102.05. A review, discussion, and possible action to approve, deny, or otherwise modify a request for reimbursement not to exceed a total of \$1,004.10.

NRS APPLICABLE:

NRS 244A.7645 Provides approval of costs associated with maintenance, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

STAKEHOLDER REVIEW(s)

Stakeholder is a primary Public Safety Answer Point (PSAP) – City of Reno Public Safety Dispatch.

PREVIOUS ACTION & BACKGROUND

On May 21st, 2020 the 9-1-1 Emergency Response Advisory Committee approved reimbursement for the City of Reno PSAP in the amount of \$1,403.05 for twenty-five (25)

Plantronics Spare Ear Cushions \$72.75, ten (10) Tripp Lite Display Audio Video Cables \$443.50, fifteen (15) Plantronics Spare Earloops \$87.30, ten (10) Plantronics Mono Convertible Headsets \$799.50.

BACKGROUND

PRODUCT DESCRIPTIONS:

HW540 Plantronics Encore Convertible Headsets. Purchased July 9,2020. Each Headset \$70.60.

Total Amount:\$423.60

Plantronics Spare Earloops. Purchased from GovConnection on July 9,2020. Each Ear Loop \$5.86.

Total Amount: \$29.30

Plantronics Spare Ear Cushions. Purchased from GovConnection on July 9,2020. Each Ear Cushion \$2.88.

Total Amount: \$28.80

Plantronics Quick Disconnect In Line Mute Switch. Purchased from GovConnection on 7/29/2020. Each Mute Switch \$11.54.

Total Amount: \$115.40

Plantronics Spare Ear Cushions. Purchased from GovConnection on October 7, 2020. Each Ear Cushion \$2.93.

Total Amount: \$73.25

HP SB USB Wired Keyboard. Purchased from CDW-G on October 7, 2020. Each Keyboard \$22.25.

Total Amount: \$333.75

FISCAL IMPACT

The Enhanced 911 Fund is a special revenue fund which receives revenue pursuant to NRS 244A.7643 in the form of telephone surcharges collected to support the emergency reporting system.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Committee approve the request for reimbursement associated with the purchase of Six (6) HW540 Plantronics Encore Convertible Headsets for \$423.60, five (5) Plantronics Spare Earloops for \$29.30, ten (10) Plantronics Quick Disconnect In-line Mute Switch for \$115.40, fifteen (15) HP SB USB Wired Keyboards for \$333.75, thirty-five (35) Plantronics Spare Ear Cushions for \$102.05, not to exceed a total of \$1,004.10.

POSSIBLE MOTION

Move to approve the request to reimburse the City of Reno PSAP for the purchase of Six (6) HW540 Plantronics Encore Convertible Headsets for \$423.60, five (5) Plantronics Spare Earloops for \$29.30, ten (10) Plantronics Quick Disconnect In-line Mute Switch for \$115.40, fifteen (15) HP SB USB Wired Keyboards for \$333.75, thirty-five (35) Plantronics Spare Ear Cushions for \$102.05, not to exceed \$1,004.10.

Order Detail Information

Note: This report is NOT a proof of purchase. If you need a proof of purchase [click here](#) once the order has shipped

Order Summary




Order Date: 7/9/2020
Order #: 60095977
P. O. #: Dispatch AIT 07092020
Status: Shipped
Purchased By: Joanna Aitken

Shipping Information


Shipping Address
 DISPATCH/SPECTRUM
 5195 SPECTRUM BLVD
 RENO, NV 89512
Delivery Method
 Best Way - Ground

Billing & Payment Information

Payment Method
 NET ACCOUNT
 N30
Billing Address
 CITY OF RENO
 PO BOX 1900
 RENO, NV 89505

Product	Status	Qty	Total
HW540 ENCOREPRO CONVERTIBLE Item #: 17916411 Mfr Part #: 88828-01  Track Order: 1Z9306X40300768301	Shipped	6	423.60
SPARE EARLOOPS ENCOREPRO HW540 Item #: 33831581 Mfr Part #: 88814-01  Track Order: 1ZA358W00339815738	Shipped	5	29.30
SPARE EAR CUSHION 2 FOAM Item #: 18381948 Mfr Part #: 88817-01  Track Order: 1ZA358W00339815738	Shipped	10	28.80

Need Assistance?

Contact Leslie Cartee
 800-800-0019 34400

Order Summary

Product Subtotal:	\$481.70
Shipping & Handling: 	\$0.00
Tax: 	\$0.00

Order Detail Information

Note: This report is NOT a proof of purchase. If you need a proof of purchase [click here](#) once the order has shipped
Calculated fees, including freight and tax, may not be included in report results.

Order Summary

Order 7/29/2020
Date:
Order #: 60139955
P. O. #: Dispatch AIT 07292020
Status: Open
Purchased By: Joanna Aitken

Shipping Information


Shipping Address
DISPATCH/SPECTRUM
5195 SPECTRUM BLVD
RENO, NV 89512
Delivery Method
Best Way - Ground

Billing & Payment Information


Payment Method
NET ACCOUNT
N30
Billing Address
CITY OF RENO
PO BOX 1900
RENO, NV 89505

Product	Status	Qty	Total
SHS1926 10 Inline Amplifier Item #: 15258549 Mfr Part #: 91926-10	Open	10	1074.00

QUICK DISCONNECT IN-LINE MUTE	Shipped	10	115.40
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Item #: 131748
Mfr Part #: 27708-01
 Track Order: [1ZW5498X0324006700](#)

Need Assistance?

Contact Leslie Cartee
 800-800-0019 34400

Order Summary

Open Items Subtotal:	\$1,074.00
Shipped Items Subtotal:	\$115.40
Shipping & Handling: ⓘ	\$0.00
Tax: ⓘ	\$98.31
Total Order:	\$1,287.71

Order Detail Information

Note: This report is NOT a proof of purchase. If you need a proof of purchase [click here](#) once the order has shipped

Order Summary


Order Date: 10/7/2020
 Order #: 60293695
 P. O. #: Dispatch AIT 10072020
 Status: Shipped
 Purchased By: Joanna Aitken

Shipping Information


Shipping Address
 DISPATCH/SPECTRUM
 5195 SPECTRUM BLVD
 RENO, NV 89512
 Delivery Method
 Best Way - Ground

Billing & Payment Information

Payment Method
 NET ACCOUNT
 N30
 Billing Address
 CITY OF RENO
 PO BOX 1900
 RENO, NV 89505

Product	Status	Qty	Total
SPARE EAR CUSHION 2 FOAM Item #: 18381948 Mfr Part #: 88817-01  Track Order: 1Z79255W0342678311	Shipped	25	73.25

Need Assistance?

Contact Leslie Cartee
 800-800-0019 34400

Order Summary

Product Subtotal:	\$73.25
Shipping & Handling: ⓘ	\$0.00
Tax: ⓘ	\$0.00
Total Order:	\$73.25

10/14/2020

My Purchases: Invoice Details



800.808.4239

THANK YOU FOR YOUR ORDER

Order Number: **1C30Y2D**CDW Government
75 Remittance

Drive	INVOICE DATE	INVOICE NUMBER	INVOICE TERMS	DUE DATE
Suite 1515 Chicago, IL 60675	10/7/2020	2497151	Net 30 Verbal	11/6/2020

Purchase Reference

Cost Center:

Quote/Order Source:

OUR PART NO.	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
2886540	HP SB USB Wired Keyboard for Workstation Z420 Mfg Part #: QY776AT#ABA	15	15	0	\$22.25	\$333.75

Contract : GSA2

ORDER DATE	SHIP VIA	PO NUMBER	CUSTOMER NO.	PRODUCT	
10/7/2020	UPS Ground (2-3 days)	DISPAIT1020	0323041	SUBTOTAL	\$333.75

BILL TO:	SHIP TO:	SHIPPING	\$0.00
CITY OF RENO	CITY OF RENO PUBLIC SAFETY DIS		
ATTN: TRACEY WARRINER	ATTN: JOANNA A AITKEN	US Tax	\$0.00
PO BOX 1900	5195 SPECTRUM BLVD		
RENO, NV 89505-1900	RENO, NV 89512-3904	INVOICE	
P (775) 334-2080		AMOUNT	\$333.75

ACCOUNT MANAGER
Michael Schlossberg
(312) 705-9575
mikesch@cdwg.comAMOUNT
DUE \$333.75CDW
An Illinois Corporation FEIN 36-4230110HAVE QUESTIONS ABOUT YOUR ACCOUNT? PLEASE E-MAIL US AT
CREDIT@CDW.COM.

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RENO POLICE DEPARTMENT PURCHASING REQUISITION

Date	Requested By	Unit
07/09/2020	Reno PS Dispatch	
Person Completing Form		Phone#
Joanna Aitken		775-334-2370

Payment Information:

☐ Credit Card Purchase

☐ Forfeiture Purchase

☐ Grant Funded: _____

☐ Donation Account: _____

Purchasing Information:

☐ Purchase Order Needed (Over \$2500)

☒ Requesting Unit will Coordinate Purchase (even if PO)

☐ Supply will make Purchase

All deliveries will be made to 455 E. Second Street, Reno, NV 89502 unless an alternate delivery address is filled in below.

5195 Spectrum Blvd., Reno NV 89512

Qty	Unit	Complete Description of Item Being Purchased (ie., Service, Parts #, Etc.)	Unit Price	Total
5		Plantronics Ear loop Kit MFG 88814-14	5.86	29.30
10		Plantronics Ear Cushion MFG 88817-01	2.88	28.80
6		Encore Pro HW540 Convertible Mono Headset	70.60	423.60
Estimated Freight				0.00
Grand Total				481.70

Vendor Name		Contact Person		
Gov Connection		Leslie Cartee		
Address		City	State	Zip
732 Milford Road		Merrimack	NH	03054-4631
Phone	Fax	Email Address		
800-800-0019 ext. 34400		leslie.cartee@connection.com		

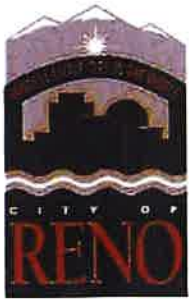
If no memo attached, provide justification for purchase:

Memo Attached along with quote total

Requesting Department Supervisor Signature	Date
<i>Denise Moore</i>	7-9-2020

Deputy Chief Signature	Date

Administrative Services Manager Signature	Date
<i>Chad Jones</i>	7/9/20
Account No 00100-0800-0880-7300-0000	Project Code -



**PUBLIC SAFETY
DISPATCH DEPARTMENT**
Memorandum



Date: 7/9/2020

TO: Christina Rodriguez, Administrative Services Manager, RPD

FROM: Joanna Aitken, Dispatch OA

SUBJECT: Request to Purchase Dispatch Equipment

Please accept this request to purchase the following Dispatch equipment:

EncorePro HW540 Convertible Headsets, quantity 6

Plantronics Ear Loop Kit, quantity 5

Plantronics Ear Cushions, quantity 10

Public Safety Dispatch is requesting these items as they replace equipment that is necessary for the operation of the enhanced phone system, and vital to the functioning of Dispatch operations.

Thank you for your consideration.



RENO POLICE DEPARTMENT PURCHASING REQUISITION

November 19, 2020 E911 Committee Meeting

Date 07/29/2020	Requested By Public Safety Dispatch	Unit
Person Completing Form Joanna Aitken		Phone# 775-334-2370

Payment Information:

☐ Credit Card Purchase

☐ Forfeiture Purchase

☐ Grant Funded: _____

☐ Donation Account: _____

Purchasing Information:

☐ Purchase Order Needed (Over \$2500)

☒ Requesting Unit will Coordinate Purchase (even if PO)

☐ Supply will make Purchase

All deliveries will be made to 455 E. Second Street, Reno, NV 89502 unless an alternate delivery address is filled in below.

5195 Spectrum Blvd., Reno, NV 89512

Qty	Unit	Complete Description of Item Being Purchased (ie., Service, Parts #, Etc.)	Unit Price	Total
10		Plantronics SHS 1926-10 Inline Amplifier	107.40	1,074.00
12		Plantronics Inline Mute Switch	11.54	138.48
Estimated Freight				0.00
Grand Total				1,212.48

Vendor Name GovConnection		Contact Person Leslie Cartee		
Address 732 Milford Rd.		City Merrimack	State NH	Zip 03054
Phone 800-800-0019 ext 34400	Fax	Email Address leslie.cartee@connection.com		

If no memo attached, provide justification for purchase:

Memo attached

Requesting Department Supervisor Signature <i>[Signature]</i>	Date 7/29/2020
Deputy Chief Signature	Date

Administrative Services Manager Signature <i>[Signature]</i>	Date 7/29/2020
Account No 00100-0800- 0880-7300 -0000	Project Code -



RENO POLICE DEPARTMENT PURCHASING REQUISITION

Date	Requested By	Unit
10/05/2020	Public Safety Dispatch	
Person Completing Form	Phone#	
Joanna Aitken	775-334-2370	

Payment Information:

- ☐ Credit Card Purchase
☐ Forfeiture Purchase
☐ Grant Funded: _____
☐ Donation Account: _____

Purchasing Information:

- ☐ Purchase Order Needed (Over \$2500)
☒ Requesting Unit will Coordinate Purchase (even if PO)
☐ Supply will make Purchase

All deliveries will be made to 455 E. Second Street, Reno, NV 89502 unless an alternate delivery address is filled in below.

5195 Spectrum blvd., Reno, NV 89512

Qty	Unit	Complete Description of Item Being Purchased (ie., Service, Parts #, Etc.)	Unit Price	Total
25		Plantronics Spare Ear Cushion for HW540	2.93	73.25
Estimated Freight				0.00
Grand Total				73.25

Vendor Name		Contact Person		
GovConnection		Leslie Cartee		
Address		City	State	Zip
730 Milford Road		Merrimack	NH	03054
Phone	Fax	Email Address		
800-800-0019 ext.34400		Leslie.cartee@connection.com		

If no memo attached, provide justification for purchase:

Memo attached

Requesting Department Supervisor Signature		Date	
<i>[Signature]</i>		10/07/2020	
Deputy Chief Signature		Date	
<i>[Signature]</i> DC Robinson		10/13/20	
Administrative Services Manager Signature		Date	
<i>[Signature]</i>		10/13/20	
Account No	00100 - 0800 - 0880 - 7300 - 0000	Project Code	-



**PUBLIC SAFETY
DISPATCH DEPARTMENT**
Memorandum



Date: 10/05/2020

TO: Christina Rodriguez, Administrative Services Manager, RPD

FROM: Joanna Aitken, Dispatch OA

SUBJECT: Request to Purchase Dispatch Equipment

Please accept this request to purchase the following Dispatch equipment:

1. Plantronics Spare Ear Cushions for HW540, quantity 25

Public Safety Dispatch is requesting this equipment as it replaces ear cushions used in the daily operations by the Dispatcher/Call Taker in the 9-1-1 Dispatch Center.

Thank you for your consideration.



RENO POLICE DEPARTMENT PURCHASING REQUISITION

Date	Requested By	Unit
10/05/2020	Public Safety Dispatch	
Person Completing Form	Phone#	
Joanna Aitken	775-334-2370	

Payment Information:

- ☐ Credit Card Purchase
☐ Forfeiture Purchase
☐ Grant Funded: _____
☐ Donation Account: _____

Purchasing Information:

- ☐ Purchase Order Needed (Over \$2500)
☒ Requesting Unit will Coordinate Purchase (even if PO)
☐ Supply will make Purchase

All deliveries will be made to 455 E. Second Street, Reno, NV 89502 unless an alternate delivery address is filled in below.

5195 Spectrum blvd., Reno, NV 89512

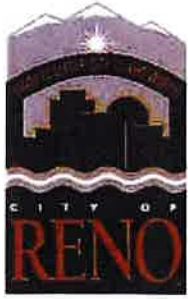
Qty	Unit	Complete Description of Item Being Purchased (ie., Service, Parts #, Etc.)	Unit Price	Total
15		HP SB USB Wired Keyboard for Workstation Z420	22.50	333.75
Estimated Freight				0.00
Grand Total				333.75

Vendor Name		Contact Person		
CDW-G		Michael Schlossberg		
Address		City	State	Zip
200 N. Milwaukee Ave		Vernon Hills	IL	60061
Phone	Fax	Email Address		
866-224-6418		mikesch@cdwg.com		

If no memo attached, provide justification for purchase:

Memo attached

Requesting Department Supervisor Signature		Date	
<i>Joanna Aitken</i>		10/07/2020	
Deputy Chief Signature		Date	
<i>DC Robinson</i>		10/13/20	
Administrative Services Manager Signature		Date	
<i>DC Robinson</i>		10/13/20	
Account No	Project Code		
00100 - 0800 - 0880 - 7300 - 0000	-		



**PUBLIC SAFETY
DISPATCH DEPARTMENT**
Memorandum



Date: 10/06/2020

TO: Christina Rodriguez, Administrative Services Manager, RPD

FROM: Joanna Aitken, Dispatch OA

SUBJECT: Request to Purchase Dispatch Equipment

Please accept this request to purchase the following Dispatch equipment:

1. HP SB USB Wired Keyboard for Workstation Z420

Public Safety Dispatch is requesting this equipment to replace equipment utilized in the daily operations of the Dispatch Center. Dispatchers, Call Takers, and Supervisors use these keyboards to enter 9-1-1 calls as well as all information pertaining to all Law Enforcement radio operations and all Reno Fire Department calls.

Thank you for your consideration.