

**DATE:** October 13, 2020

**TO:** 911 Emergency Response Advisory Committee

**FROM:** Dena Moore, Manager, City of Reno Public Safety Dispatch,  
[avansinod@reno.gov](mailto: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.

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### **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
<b>HW540 ENCOREPRO CONVERTIBLE</b> Item #: 17916411 Mfr Part #: 88828-01 🚚 Track Order: <a href="#">1Z9306X40300768301</a>	Shipped	6	423.60
<b>SPARE EARLOOPS ENCOREPRO HW540</b> Item #: 33831581 Mfr Part #: 88814-01 🚚 Track Order: <a href="#">1ZA358W00339815738</a>	Shipped	5	29.30
<b>SPARE EAR CUSHION 2 FOAM</b> Item #: 18381948 Mfr Part #: 88817-01 🚚 Track Order: <a href="#">1ZA358W00339815738</a>	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
<b>SHS1926 10 Inline Amplifier</b> Item #: 15258549 Mfr Part #: 91926-10	Open	10	1074.00

<b>QUICK DISCONNECT IN-LINE MUTE</b> Item #: 131748 Mfr Part #: 27708-01  Track Order: <a href="#">1ZW5498X0324006700</a>	Shipped	10	115.40
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### 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
<b>Total Order:</b>	<b>\$1,287.71</b>

# 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** 10/7/2020  
**Date:**  
**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
<b>SPARE EAR CUSHION 2 FOAM</b>	Shipped	25	73.25


Item #: 18381948

Mfr Part #: 88817-01

 Track Order: [1Z79255W0342678311](#)

### Need Assistance?

Contact Leslie Cartee

 800-800-0019 34400

## Order Summary

<b>Product Subtotal:</b>	<b>\$73.25</b>
<b>Shipping &amp; Handling: ⓘ</b>	<b>\$0.00</b>
<b>Tax: ⓘ</b>	<b>\$0.00</b>
<b>Total Order:</b>	<b>\$73.25</b>



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

CDW  
An Illinois Corporation FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT? PLEASE E-MAIL US AT  
[CREDIT@CDW.COM](mailto:CREDIT@CDW.COM).

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# RENO POLICE DEPARTMENT PURCHASING REQUISITION

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

**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.

<b>5195 Spectrum Blvd., Reno NV 89512</b>
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Qty	Unit	Complete Description of Item Being Purchased (ie., Service, Parts #, Etc.)	Unit Price	Total
5		<b>Plantronics Ear loop Kit MFG 88814-14</b>	<b>5.86</b>	<b>29.30</b>
10		<b>Plantronics Ear Cushion MFG 88817-01</b>	<b>2.88</b>	<b>28.80</b>
6		<b>Encore Pro HW540 Convertible Mono Headset</b>	<b>70.60</b>	<b>423.60</b>
Estimated Freight				<b>0.00</b>
Grand Total				<b>481.70</b>

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

If no memo attached, provide justification for purchase:

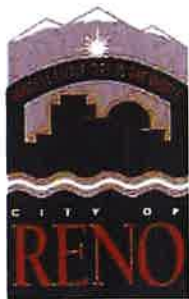
<b>Memo Attached along with quote total</b>
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Requesting Department Supervisor Signature	Date
<i>Denise Moore</i>	<b>7-9-2020</b>

Deputy Chief Signature	Date

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





**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**

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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

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

**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.

<b>5195 Spectrum Blvd., Reno, NV 89512</b>
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Qty	Unit	Complete Description of Item Being Purchased (ie., Service, Parts #, Etc.)	Unit Price	Total
<b>10</b>		<b>Plantronics SHS 1926-10 Inline Amplifier</b>	<b>107.40</b>	<b>1,074.00</b>
<b>12</b>		<b>Plantronics Inline Mute Switch</b>	<b>11.54</b>	<b>138.48</b>
Estimated Freight				<b>0.00</b>
Grand Total				<b>1,212.48</b>

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

If no memo attached, provide justification for purchase:

<b>Memo attached</b>
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Requesting Department Supervisor Signature	Date
<i>[Signature]</i>	<b>7/29/2020</b>

Deputy Chief Signature	Date

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



# 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
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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
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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**

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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
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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		

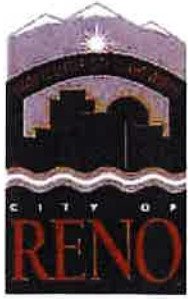
If no memo attached, provide justification for purchase:

Memo attached
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Requesting Department Supervisor Signature	Date
<i>John Moore</i>	10/07/2020

Deputy Chief Signature	Date
<i>DC Robinson</i>	10/13/20

Administrative Services Manager Signature	Date
<i>Christina</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**

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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.