

**DATE:** April 30, 2025  
**TO:** 911 Emergency Response Advisory Committee  
**FROM:** Sara Skroch, City of Reno Public Safety Dispatch Supervisor  
[skrochs@reno.gov](mailto:skrochs@reno.gov)

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**SUBJECT:**

CITY OF RENO PUBLIC SAFETY DISPATCH request to reimburse the costs associated with the purchase of three (3) Poly SHS1926 Headset Amplifiers, \$154.70 each for a total of \$464.10 and the purchase of five (5) HW540 Encorepro Convertible Headsets, \$67.52 each, for a total of \$337.60; twelve (12) Poly EncorePro HW530/540 Ear Foam Cushions, \$3.57 each, for a total of \$42.84; three (3) Poly EncorePro HW 710 Headsets, \$78.57 each, for a total of \$235.71; for a total not to exceed \$1,080.25. A review, discussion, and possible action to approve, deny, or otherwise modify a request for reimbursement associated with the purchase of three (3) Poly SHS1926 Headset Amplifiers, \$154.70 each for a total of \$464.10 and the purchase of five (5) HW540 Encorepro Convertible Headsets, \$67.52 each, for a total of \$337.60; twelve (12) Poly EncorePro HW530/540 Ear Foam Cushions, \$3.57 each, for a total of \$42.84; three (3) Poly EncorePro HW 710 Headsets, \$78.57 each, for a total of \$235.71; for a total not to exceed \$1,080.25.

**SUMMARY:**

RENO PUBLIC SAFETY DISPATCH request to reimburse the costs associated with the purchase of three (3) Poly SHS1926 Headset Amplifiers, \$154.70 each for a total of \$464.10 and the purchase of five (5) HW540 Encorepro Convertible Headsets, \$67.52 each, for a total of \$337.60; twelve (12) Poly EncorePro HW530/540 Ear Foam Cushions, \$3.57 each, for a total of \$42.84; three (3) Poly EncorePro HW 710 Headsets, \$78.57 each, for a total of \$235.71; for a total not to exceed \$1,080.25.

**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:**

Stakeholders are the area Primary Public Safety Answer Points (PSAP)- City of Reno Public Safety Dispatch, City of Sparks Emergency Communications, and Washoe County Sherriff's Office Communications.

**PREVIOUS ACTION & BACKGROUND:**

On April 17<sup>th</sup>, 2025 the 9-1-1 Emergency Response Advisory Committee approved reimbursement for the City of Reno for the costs associated with the purchase of nine (9) Poly SHS1926 Headset Amplifiers, \$137.87 each, for a total of \$1,240.83 and the purchase of ten (10) HW540 Encorepro Convertible Headsets, \$69.20each, for a total of \$690.20; for a total cost of \$1,931.03.

**FISCAL IMPACT:**

The Enhanced 9-1-1 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 Washoe County Emergency Response Advisory Committee approve the request to reimburse the costs associated with the purchase of three (3) Poly SHS1926 Headset Amplifiers, \$154.70 each for a total of \$464.10 and the purchase of five (5) HW540 Encorepro Convertible Headsets, \$67.52 each, for a total of \$337.60; twelve (12)

Poly EncorePro HW530/540 Ear Foam Cushions, \$3.57 each, for a total of \$42.84; three (3) Poly EncorePro HW 710 Headsets, \$78.57 each, for a total of \$235.71; for a total not to exceed \$1,080.25.

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**POSSIBLE MOTION:**

Move to approve the recommendation to reimburse the costs associated with the purchase of three (3) Poly SHS1926 Headset Amplifiers, \$154.70 each for a total of \$464.10 and the purchase of five (5) HW540 Encorepro Convertible Headsets, \$67.52 each, for a total of \$337.60; twelve (12) Poly EncorePro HW530/540 Ear Foam Cushions, \$3.57 each, for a total of \$42.84; three (3) Poly EncorePro HW 710 Headsets, \$78.57 each, for a total of \$235.71; for a total not to exceed \$1,080.25.

REMIT PAYMENT TO:



**CDW Government**  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675-1515

RETURN SERVICE REQUESTED

# INVOICE



ACH INFORMATION:  
THE NORTHERN TRUST  
50 SOUTH LASALLE STREET  
CHICAGO, IL 60675

E-mail Remittance To: gachremittance@cdw.com  
ROUTING NO.: 071000152  
ACCOUNT NAME: CDW GOVERNMENT  
ACCOUNT NO.: 91057

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
AD5413E	04/07/25	0323041
SUBTOTAL	SHIPPING	SALES TAX
\$464.10	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
05/07/25		\$464.10

CITY OF RENO  
TRACEY WARRINER  
PO BOX 1900  
RENO NV 89505-1900  
USA

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS				DUE DATE
04/07/25	AD5413E	Net 30 Days				05/07/25
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER				CUSTOMER NUMBER
04/07/25	UPS Ground (2-3 days)	DISPATCHAIT040725				0323041
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
8015190	POLY SHS 1926-15 HEADSET AMPLIFIER Manufacturer Part Number: 8K6U7AA#AC3	3	3	0	154.70	464.10

Date 4/8/25 Vendor # 17179  
Account # 00100-1700-1710-  
Account # 00100-0880-0880-7301-0000  
Approved by [Signature] 4/8/25  
Commodity Code 274.01

## GO GREEN!

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at [paperlessbilling@cdw.com](mailto:paperlessbilling@cdw.com). Please include your Customer number or an Invoice number in your email for faster processing.

## REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email [credit@cdw.com](mailto:credit@cdw.com) with any questions.

ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	\$464.10
MICHAEL SCHLOSSBERG 847-465-6000 <a href="mailto:mikesch@cdwg.com">mikesch@cdwg.com</a>	RENO PUBLIC SAFETY DISPATCH ATTN:JOANNA AITKEN 5195 SPECTRUM BLVD RENO NV 89512-3904	SHIPPING	\$0.00
SALES ORDER NUMBER		SALES TAX	\$0.00
1CGYL4X		AMOUNT DUE	\$464.10



Cage Code Number 1KH72  
DUNS Number 02-615-7235  
Unique Entity ID (SAM): PHZDZ8SJ5CM1  
ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?  
PLEASE EMAIL US AT [credit@cdw.com](mailto:credit@cdw.com)  
VISIT US ON THE INTERNET AT [www.cdwg.com](http://www.cdwg.com)

# Connection™

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Suite 360  
Rockville MD 20855

## REMIT TO ADDRESS

GOVCONNECTION, INC.  
DBA CONNECTION  
PO BOX 536477  
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE  
RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	76338583	04/07/2025

Company retains a purchase money security interest in  
Equipment until payment is made in full.

## Sold To:

CITY OF RENO  
PO BOX 1900  
RENO NV 89505

## Shipped To:

DISPATCH/SPECTRUM  
JOANNA AITKEN  
5195 SPECTRUM BLVD  
RENO NV 89512

CORP. SALES (800)800-0019

CREDIT DEPT (888)294-0268

CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
04/07/2025	63349330	DispatchAitken040725	8933731	Net 30	04/07/2025	UPS - GROUND COMMERCIAL
Quantity		Item No.	Description		Unit Price	Extension
Ordered	Back Ordered					

Date 4/7/25 Vendor # 585  
Account # 00100-1700-1710-  
Account # 00100-0880-0880-7301-0000  
Approved by AM 4/8/25  
Commodity Code 276-01

Merchandise	Sales Tax	Shipping/Packaging
616.15		

Backordered items will be shipped and  
Invoiced to you as soon as they are available.

Page # 2

Invoice Total
616.15

HOLLAND, PATRICIA

Ordered By

Joanna Aitken

Order No.
63349330

Company	Account No.	Invoice No.	Invoice Total
00005	8933731	76338583	616.15

GOVCONNECTION, INC.  
DBA CONNECTION  
PO BOX 536477  
PITTSBURGH PA 15253-5906

PLEASE ENCLOSE THIS REMITTANCE  
RECEIPT WITH YOUR PAYMENT

00005 8933731 763385830000061615

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2275 Research Blvd  
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Quantity			Item No.	Description	Unit Price	Extension
Ordered	Back Ordered	Shipped				
5		5	41716682 SER. # SER. # SER. # SER. # SER. #	HW540 ENCOREPRO CONVERTIBLE 2XLB9F MFG# 783P0AA#ABA 2XLB9H MFG# 783P0AA#ABA 2XLB84 MFG# 783P0AA#ABA 2XLBAX MFG# 783P0AA#ABA 2XLBAG MFG# 783P0AA#ABA	67.5200	337.60
12		12	41742664	POLY ENCOREPRO HW530/540 FOAM MFG# 85R18AA	3.5700	42.84
3		3	41742670 SER. # SER. # SER. #	POLY ENCOREPRO HW710 SINGLE EA 3BNA18 MFG# 805H7A6 3BNA5N MFG# 805H7A6 3BNA2B MFG# 805H7A6	78.5700	235.71

## \*\*\*\*\* PLEASE NOTE EFT INSTRUCTIONS \*\*\*\*\*

For electronic funds transfer, please remit to Citizens Bank:

ACH Payments: ABA # 2110-70175, Account # 1310873272

WIRE Payments: ABA #0115-00120, Account # 1310873272

Please include invoice number(s) in the transmitted information.

PLEASE SEND remit information to REMIT@CONNECTION.COM

"We provide more timely and accurate information to the business community by sharing our accounts receivable information with credit bureaus"  
For your security, do not change remittance details without valid written and verbal authorization from our company.

Merchandise	Sales Tax	Shipping/Packaging

Backordered items will be shipped and  
Invoiced to you as soon as they are available.

Page # 1

Invoice Total

Continued

Order No.

Company

Account No.

Invoice No.

Invoice Total

PLEASE ENCLOSE THIS REMITTANCE  
RECEIPT WITH YOUR PAYMENT

Order Details

STATUS	PURCHASE DATE	PO #	PURCHASED BY	CUSTOMER #
All items shipped	4/7/2025	DISPATCHAIT040725	JOANNA AITKEN	0323041

Invoice # AD5413E

PRODUCTS	CDW PART #	MFG PART #	QTY	UNIT PRICE	EXT.PRICE
<u>Poly SHS 1926-15 Inline Amp 6 Wire PJ-7 Connector 15ft Cable TAA</u>	8015190	8K6U7AA#AC3	3	\$154.70	\$464.10
Subtotal					\$464.10
Shipping					\$0.00
Tax					\$0.00
Total					\$464.10