

**DATE:** March 4, 2026  
**TO:** 911 Emergency Response Advisory Committee  
**FROM:** Cody Shadle, City of Reno Public Safety Dispatch, Director [shadlec@reno.gov](mailto:shadlec@reno.gov)  
775-334-2370  
**SUBJECT:** REQUEST FOR REIMBURSEMENT FOR FIVE (5) POLY ENCORE HW710 HEADSETS AND TEN (10) POLY ENCORE HW 540 HEADSETS FOR RENO PUBLIC SAFETY DISPATCH PRIMARY PSAP (Public Safety Answering Point) [For Possible Action] - A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with purchasing five (5) Poly Encore HW 710 Headsets and ten (10) Poly Encore HW540 headsets in an amount not to exceed \$1,134.40; and if approved forward such recommendation to the Board of County Commissioners.

---

### **SUMMARY**

**REQUEST FOR EQUIPMENT REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY DISPATCH PRIMARY PSAP (Public Safety Answering Point)** [For Possible Action] - A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with purchasing five (5) Poly Encore HW 710 Headsets and ten (10) Poly Encore HW540 headsets in an amount not to exceed \$1,134.40;

**NRS APPLICABLE:** *NRS 244A.7645* Provides approval of costs associated with purchasing, leasing or renting the equipment and software necessary to operate the enhanced telephone system, including, without limitation, equipment and software that identify the number from which a call is made, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

### **STAKEHOLDER REVIEW(s)**

Stakeholder is a primary Public Safety Answering Points (PSAP) – City of Reno Public Safety Dispatch.

### **PREVIOUS ACTION & BACKGROUND**

On September 18, 2025, Reno Public Safety Dispatch received approval to fund the purchase of three (3) Dell Monitors, and six (6) HW540 Encore Pro Headsets, not to exceed \$1,087.48.

**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 to reimburse the costs associated with purchasing five (5) Poly Encore HW 710 Headsets and ten (10) Poly Encore HW540 headsets in an amount not to exceed \$1,134.40; and if approved forward such recommendation to the Board of County Commissioners.

**POSSIBLE MOTION**

Move that the E911 Emergency Response Advisory Committee approve the request to reimburse the costs associated with purchasing five (5) Poly Encore HW 710 Headsets and ten (10) Poly Encore HW540 headsets in an amount not to exceed \$1,134.40; and if approved forward such recommendation to the Board of County Commissioners.

REMIT PAYMENT TO: \_\_\_\_\_

**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



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



RETURN SERVICE REQUESTED

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
AH9ZL5R	02/10/26	0323041
SUBTOTAL	SHIPPING	SALES TAX
\$1,134.40	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
03/12/26		\$1,134.40

Date 2/12/26 Vendor # 17179

Account #00100-1700-1710-\_\_\_\_\_

Account # 00100-08800880-7300-0000

Approved by AR 2/12/26

Commodity Code 276-01

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

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

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS			DUE DATE	
02/10/26	AH9ZL5R	Net 30 Days			03/12/26	
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER	
02/10/26	UPS Ground (2-3 days)	AITKENJDISPATCH021026			0323041	
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
7597688	POLY ENCORE HW710 PRO HEADSET Manufacturer Part Number: 805H7AA#ABA Serial No: 3EG8P2 Serial No: 3EG8UU Serial No: 3EG8VC Serial No: 3EG90R Serial No: 3EG972	5	5	0	84.38	421.90
7597572	POLY ENCORE PRO HW540 HEADSET Manufacturer Part Number: 783P0AA#ABA Serial No: 3A3RF8 Serial No: 3A3RK1 Serial No: 3A3RNL Serial No: 3A3RPK Serial No: 3A3RP0 Serial No: 3A3UN6 Serial No: 3A3WX1 Serial No: 3A3X0D Serial No: 3A3X0N Serial No: 3A3X23	10	10	0	71.25	712.50

**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	
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	\$1,134.40	
SALES ORDER NUMBER		SHIPPING	\$0.00
1CJRT4W		SALES TAX	\$0.00
		AMOUNT DUE	\$1,134.40



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)