

Request for Proposal  
Painesville City  
Painesville Intersection Crime Camera System  
Camera Expansion and Installation

Schedule of Critical Dates:

1. Advertisement: April 10 and 17, 2026
2. Confidentiality and Non-Disclosure Agreement: April 24 at 3:00 PM
3. Last Day to Submit Provider Questions: May 1 at 3:00 PM
4. Proposal is Due at City Hall: May 15 at 11:00 AM

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## I. INTRODUCTION

The City of Painesville, Ohio is requesting Proposals from qualified firms to add additional Video Surveillance Cameras and Infrastructure to its current Citywide IP-based Video Surveillance Camera System and Network. This turn-key solution is to include video surveillance cameras, fiber-optic backbone for communication, and localized recording and storage of video, which will be accessed by the City of Painesville Police Department along with Lake County Dispatch to enhance safety and security of the business districts, major thoroughfares and neighborhoods. The Video Surveillance Camera and Network includes but is not limited to the following: layout and placement of cameras, video network, any additional required infrastructure such as utility poles, cabling, wiring, power, installation, IP configuration, new fiber-optic lines, equipment testing and optimization, Video Management System hardware and software and other ancillary equipment.

### Background

The City of Painesville is officially home to about twenty-thousand residents. The City is the county seat for Lake County Ohio, home to Lake Erie College, and maintains a historic downtown. The City passed a police levy to raise funds to build a high-speed fiber-based network with video surveillance cameras.

## II. CURRENT ENVIRONMENT

- **Appendix A** - *List of Proposed Camera Locations*
  - Priority 1 Locations, current project
  - Priority 2 Locations, future project
- **Appendix B** - *Camera Location Maps providing a high-level overview of proposed camera coverage*
  - Priority 1 Locations, current project
  - Priority 2 Locations, future project
  - Entire System
- **Appendix C** - *Priority 1 Intersection Layouts detailing approaches to be covered with cameras*
- **Appendix D** - *Priority 2 Intersection Layouts detailing approaches to be covered with cameras*
- **Appendix E** - *Priority 3 Intersection Layouts detailing approaches to be covered with cameras*
- **Appendix F** - *City of Painesville Fiber-Optic Map*

### III. SCOPE OF SERVICES

This project is the second phase of the Painesville Crime Camera System initiative of Citywide Video Surveillance Cameras. The system shall integrate into phase 1 and allow for future expansions including additional cameras, wireless video surveillance network and location sites. The IP video management software shall support an unlimited number of cameras, users and sites.

The system shall provide centralized management for all connected cameras and devices as well as provide customizable user interfaces for the different roles and levels of administrative and end users. The system shall provide the ability to interconnect to and manage an unlimited number of local edge systems across multiple sites. The system interconnect shall provide the full video management software functionality.

The Proposer is responsible for developing and submitting a scope of work that meets the goals and objectives of this project, which should encompass a design and implementation that is equal to, comparable to or exceeds the design elements listed below as they relate to the following four components:

1. Fiber Network Infrastructure
2. Camera Devices and Installation
3. Video Management System
4. Design of System
5. Project Management
6. CAD Layouts

#### **Fiber Network Infrastructure from the camera locations to headend locations for video recording**

- Capable of delivering IP and Ethernet over the same network
- 24 Strand Fiber
- Quality of service and advanced network features
- Built in redundancy and protection schemes maximize service availability
- Communications network should use the City's existing and proposed fiber infrastructure along with additional fiber that would be included in this project. Private fiber infrastructure shall not be used.

**Camera Devices, Power and Mounting Hardware (Locations contained in Appendix A and Appendix B)**

- Outdoor Multi-Head Fixed Cameras offering 4K per lens, 3.3-5.7mm varifocal lens per camera, Onvif S,T,M, and G, Encrypted Firmware FIPS 140-2 Compliant, USB2.0 Port, Audio Input/Output, Alarm In and Alarm Out, IR's, Onboard Analytics, Camera must have the ability to learn by example with AI Software, 16:9 Sensor Aspect Ratio, 5 Year Warranty:
  - Cameras must have built in Edge Analytics (processing of video data directly on the camera itself, not on the server or cloud)
  - Analytics ability within camera for the following (no third party support):
    - Audio Analytics
    - Privacy Masking
    - Crossing Beam
    - Tamper Detection
    - Crowd Size
    - Crowd Growth
    - Unusual Crowd Size
    - Direction Alert
    - Object not Present
    - Object Stops in Area
    - Object Appears or Enters Area
    - Object Loitering
    - Tire Screech
    - Dog Bark
    - Smoke Alarm
    - Glass Break
    - Scream
    - Gunshot
    - Panic Alarm
- \*\*AI Learning and ability to Teach by Example**

### **Video Management System (Headend Network Recorder)**

- IP video management software designed for large scale and high security installations
- No Cloud options will be considered, the city has an on-premises server and at this time is not entertaining any cloud options.
- Supports failover recording servers for mission critical video recordings
- Video Storage
  - H.265
  - 24 hours a day for a minimum of 10 days, 14 days preferred
  - 30 Frames per second
  - H.265, MPEG-4, M-JPEG, Pan-Tilt-Zoom Support, Audio Support
  - Third Party application support - video analytics, data storage
  - Privacy masking - ability to insert mask on video playback

### **Project Management of the installation, engineering, labor and professional services**

- Proposer will be responsible for the project management associated with developing the schedule, coordinating their resources, system acceptance testing and project close out
- Proposer should have 4 or more technicians Certified by the VMS (Video Management System) you are proposing, prior to receiving of quote
- Proposer must own a minimum of two bucket trucks to install and provide service to City throughout project.
- Proposer will provide associated end user training for continued operation of the associated equipment
- Proposer will provide a separate quote for the maintenance and support of the system

## **Technology Requirements**

Proposer must propose and supply a product line that, to the best of his/her knowledge, is not obsolete or near obsolete. Only equipment and/or product models that have been satisfactorily demonstrated to the City or that have a demonstrated record of successful deployment by other law enforcement agencies, in similarly sized cities, will be used. The Proposer must document successful deployments by including the names and telephone numbers of contact persons as part of the reference requirements of this RFP.

The equipment supplied must be of new manufacture (not used, refurbished, or demo units) and of the best quality and installed in accordance with approved recommendations of the manufacturer thereof, and must conform to the equipment specifications listed in this RFP.

## IV. PROJECT APPROACH

Provide a detailed but concise description of your approach to this project. Include a description of the task required for each area and the calendar time required for its completion. This description should address, but is not limited to, the following:

### **Citywide Video Surveillance Camera System Equipment and Installation Plan -**

Describe your approach for implementing a Citywide Video Surveillance System that includes the deployment of cameras, as shown in the appendices, along with the necessary network infrastructure. Include all associated equipment, required infrastructure (power, utility poles, traffic signal poles), implementation schedule, and deployment plan.

- **Please reference Appendix A** - List of Camera locations & sites
- **Please reference Appendix B** - Layout to provide a high-level recommendation of camera coverage
  - **Recommendation only, proposers should assess the sites and provide solutions that they believe will address the City's needs**
- **Video Management System Equipment and Installation-** Describe your approach for implementing a robust Video Management System, which takes into account a central network operations center and various remote sites throughout the City.
- **Engineering and Quality Assurance** - Describe your approach for engineering and providing quality assurance for the Video Surveillance Camera System, Network, and Video Management System. Include a description of your quality assurance processes, and project phase sign offs.
- **IP Camera and Fiber-Based Wireless Network Architecture Plan** - Demonstrate your ability to provide an architecture design as it relates to managing an IP Camera and Fiber-Based Network configuration to support the Cameras and Network and include:
  - Data network infrastructure for backhaul of video
  - Server storage arrays and back-up storage solutions

## **Project Plan**

Provide a project plan that indicates how you will develop the required deliverables and services. This plan must address the following:

- Tasks to be performed at each site
- Number of hours each task will require
- Deliverables created by each task
- Dates by which each task will be completed (dates should be indicated in terms of elapsed time from project inception)
- Resources assigned to each task
- Required Public Safety personnel support
- Required City infrastructure (power, placement of utility poles, access to existing poles)

## V. PRICING INFORMATION

### SYSTEM COST

All equipment prices shall include a breakdown of major equipment. Sorted site equipment lists shall include all equipment necessary for installation (camera, housing, video network equipment, power, mounting equipment, and other ancillary items). Equipment proposed to be installed at each physical location shall be clearly identified by part and/or model number, quantity, and unit pricing.

Citywide Video Surveillance Cameras, Video Management System, additional fiber, and network equipment pricing shall be detailed and itemized. All unit models, configurations, software, firmware, standard options, special options, and accessories available from the manufacturer shall be included in a price list.

Proposers must include a listing of all services to be provided by the Proposer and any services or materials that must be provided by the City.

The City's budget for this proposal is \$210,000.00. The Exhibit A list includes a priority ranking for the camera sites. In your proposal, list your pricing proposal for each of the 27 camera sites. The City will then evaluate your bid and then select the sites where cameras will be installed so that the bid proposal is as close to the City's budget amount of \$210,000.00 as reasonably possible. The City's selection for the installed camera sites will be made after the RFP is received by the City. For the purposes of Exhibit A and for this part of the RFP process, assume that all of those locations, except Site #1 have immediate access to internet fiber.

The proposal shall also include a \$15,000.00 maintenance credit for the City to use for the upkeep of the newly installed cameras and also for the upkeep of the existing cameras. One year after substantial completion of this contract, the City at its sole option can require the company that is awarded the contract to refund the balance of the maintenance credit to the City. The City shall provide 60 days written notice of any such request for a refund.

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#### **Alternate #1 – Fiber Provided by Proposer (Per Camera Basis)**

In addition to the Base Bid, Proposers shall provide an Alternate pricing option that includes the provision and installation of fiber optic infrastructure by the Proposer on an average cost per camera basis.

This Alternate is intended to provide the City with:

- A standardized, budgetary unit cost per camera where fiber connectivity is not available.

- A pricing structure for locations where the City does not have existing fiber infrastructure.
- A mechanism for easily adding additional cameras in the future without requiring a full redesign or rebid of fiber infrastructure.

The Alternate pricing shall:

1. Provide an average cost per camera that includes:
  - Fiber optic cabling (single-mode 24 strand)
  - Conduit (if required and assumed conditions clearly defined)
  - Fiber terminations and testing
  - Patch panels, enclosures, and splicing

The City reserves the right to accept or reject this Alternate in whole or in part.

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### **Warranty Cost**

Proposer shall provide cost details for providing System Warranty and Support Services outside of the manufacturer's one-year warranty. This includes all equipment, software, and services. Proposer shall describe manufacturer and installer warranties that are provided as part of the proposal. Any required maintenance of the system during the warranty period shall be detailed.

Maintenance responsibilities and services with related costs shall also be detailed, including optional multi-year extended warranty and support pricing.

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### **Training Cost**

Proposer shall make recommendations on the type of training that should be provided to the City. Proposer shall provide cost details for said Training. The cost detail must identify the quantity, unit price, and total price for each type of training.

Training options should include, at a minimum:

- System Administrator Training
- Operator/User Training
- Refresher Training (if applicable)
- On-site and/or remote training options

## VI. PROPOSAL REQUIREMENTS

### 1. Submission of Proposal

Each Proposer shall submit its proposal(s) in the number, form, manner, and by the date and time and at the location required in the Sections below.

- i. Each Proposer shall provide all information requested in this RFP. The Proposer must organize its proposal package to address each of the elements in this RFP in the order listed in Section VIII Proposal Contents. The Proposer should carefully read all instructions and requirements and furnish all information requested. If a proposal does not comply with all terms, conditions, and requirements for submittal, the City may consider it unacceptable and may reject it without further consideration.
- ii. The City wishes to promote the greatest feasible use of recycled and environmentally sustainable products and to minimize waste in its operations. To that end, all proposals should comply with the following guidelines: Unless absolutely necessary, copies should minimize or eliminate use of non-recyclable or non-reusable materials. Materials should be in a format permitting easy removal and recycling of paper. Do not submit any, or a greater number of, samples, attachments or documents not specifically requested.
- iii. If you find discrepancies or omissions in this RFP, or if the intended meaning of any part of this RFP is unclear or in doubt, send an email request for clarification or interpretation to **Bill Parkinson, no later than May 1 at 3:00 PM**. Requests for clarification or interpretation may be submitted via e-mail to [bparkinson@painesville.com](mailto:bparkinson@painesville.com) .

### 2. The City's Rights and Requirements

- i. The City, at their discretion, may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and

capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the City specifies.

ii. The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City's best interest.

**iii. Proposal as a Public Record**

Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information and the fee proposal may be considered a public record which, if properly requested, the City must make available to the requester for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page - but only that page - of its proposal that contains that information. The City will notify the Proposer if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as "proprietary" or "trade secret" will not protect an entire proposal and is not acceptable.

**iv. Term of Proposal's Effectiveness.**

By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the City until the earlier of the execution of a final contract or 180 calendar days after the proposal submission deadline (the "Proposal Expiration Date").

**v. Short-listing**

The City reserves the right to select a limited number (a "short list") of Proposer's to make an oral presentation of their qualifications, proposed services, and capabilities.

**3. Anticipated Proposal Schedule**

The City anticipates it will, but neither promises nor is it obligated to, process proposals received according to the following schedule:

<b>Event</b>	<b>Dates/Deadlines</b>
Issued Request for Proposals	April 10, 17, 2026
Confidentiality and Non-Disclosure Agreement	April 24, 2026 at 3 pm
Deadline for submitting questions	May 1, 2026 at 3 pm
Deadline for submitting proposal	May 15, 2026 at 11 am
Optional oral interviews	TBD

## VII. Proposal Qualifications

Each Proposer, regardless of the form of its business entity, must meet the following requirements. Failure to meet all requirements may be cause for rejection of a proposal. If Proposer is a partnership or a joint venture, at least one general partner or constituent member must meet the requirements. Each Proposer must include:

- Background, qualifications, and experience of the firm showing a minimum of 4 continuous years of experience within the last 10 years of providing Public Safety services described in this RFP.
- The Proposer demonstrates the ability to provide quality information video surveillance assessments for Public Safety Government/Municipalities.
- An organizational chart for the project team, including professional biographies, identifying the key personnel dedicated to this project.
- A general description of the techniques, approaches, and methods to be used in completing this project.
- A description of the chronology for completing the work, including a timeline, and deadlines for each task.
- A detailed cost proposal for each item listed in the Scope of Services.
- Submit with its proposal at least two (2) Government/Municipality references dated within the last five years from clients for which the Proposer has rendered services substantially similar to those sought by this RFP. Proposer is required to provide the names, contact, and a brief project scope for each of the references.

**Insurance:** The successful Proposer, at its expense, shall at all times during the term of the contract resulting from this RFP, maintain the following insurance coverage. The insurance company (ies) providing the required insurance shall be authorized by the Ohio Department of Insurance to do business in Ohio and rated "A" or above by A. M. Best Company or equivalent. The Successful Proposer, as contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the Director of Law, evidencing the required insurances upon execution of the contract.

- i. Professional liability insurance with limits of not less than \$1,000,000 for each occurrence and subject to a deductible for each occurrence of not more than \$50,000 per occurrence and in the aggregate, and if not written on an occurrence basis, shall be maintained for not less than two (2) years after satisfactory completion and written acceptance of the services under the contract.
- ii. Workers' compensation and employer's liability insurance as provided under the laws of the State of Ohio.
- iii. Statutory unemployment insurance protection for all of its employees.
- iv. Such other insurance coverage(s) as the City may reasonably require.

## **VIII. Proposal Contents**

Each technical proposal shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each proposal should be organized so as to facilitate its evaluation. The technical proposal Shall Be No Longer Than 10 Single-Sided Printed Pages, excluding appendices.

Page size shall be 8.5 x 11 inches. Font size shall be no less than 12 pt. Cover letter, tabs, dividers, and appendices are excluded from the page count. The technical proposal response shall consist of the following sections:

### **Section 1: Cover Letter and Executive Summary**

The Executive Summary should provide a complete and concise summary of Proposer's experience and ability to meet the requirements of this RFP. The summary should be organized so it can serve as a stand-alone summary apart from the remainder of the proposal.

### **Section 2: Profile**

The Proposer will provide a profile of its organization and all other sub-consultants who will be providing services. At a minimum, the Proposer will provide the following information:

- Number of years in business
- Number of years involved with services as proposed
- Total number of employees

### **Section 3: Qualifications**

Each Proposer should state in detail its qualifications, and experience, and how its services are unique and best suited to meet the requirements and intent of this RFP. This should include the qualifications of sub-consultants included in the proposal. Proposer may include as much information as needed to differentiate its services and product(s) from other Proposer's. At a minimum, please include the following:

- A. Staffing: Qualifications must include resumes and description of organizational and staff experience including the Project Manager and key technical staff proposed for the project. Additional resumes are not required unless that resource will likely play a key role in the project.
  
- B. Organizational and Staff Experience: Proposer must describe their qualifications and experience of the organization as a whole to perform the work described in this RFP. Information about experience should include direct experience with the specific subject matter demonstrating technical strength in network infrastructure. Relevant experience must be associated with projects completed not more than five years prior to the date of this RFP.

**Section 4: List of Representative Projects**

- Provide a list of at least two similar projects that the Proposer has successfully completed within the last five years.
- Provide at least two client references (verified name and telephone number) of someone closely familiar with each project and your firm's performance.
- Each project description shall be presented in the format consistent with the table below.

Project:	Project Description:
Customer:	Address:
Customer Contact:	Telephone & Email:
Original Contract Value:	
Final Contract Value:	
Explanation of Variance:	
Start Date:	Completion Date:
Key Personnel:	

## **Section 5: Project Management Approach/Project Methodologies/Technical Approach**

- A. Describe your Methodologies you will employ on this project to complete assessments, video expansion projects and maintenance. Describe and/or provide examples of the Deliverables requested in the Scope of Services.
- B. Provide a detailed project work break down structure to include tasks, subtasks, timeline, milestones, work efforts and resource assignments.
- C. Define the technical approach and document project deliverables to address the requirements outlined in the scope.

## **Section 6: Fee Proposal**

Proposer should submit its fee proposal and pricing information for each service in a separately sealed envelope clearly marked on the outside.

There is no limit to the number of pages submitted as part of the fee proposal.  
The Fee Proposal Shall Include Forms and Fee/Hours Tables Attached For The Project.

## **Section 7: Bid Security**

7.1 Each bid must be accompanied by a certified or cashier's check in the amount of 10% of the amount bid, an irrevocable letter of credit in the amount of 10% of the amount bid/proposal or an original bond in the amount of 100% of the amount bid per ORC 153 .54 and 153.571 . The certified or cashier's check, or irrevocable letter of credit shall be from a financial institution authorized to transact business in the State of Ohio and acceptable to the Owner. The bond shall be underwritten by a Surety Company authorized to transact business in the State of Ohio having an Ohio agent and listed on the most current Department of the Treasury Circular 570, "Surety Companies Acceptable on Federal Bonds." The bond shall be a "Bid Guarantee and Contract Bond" ("rollover bond") per O.R.C. sections 153.54 and 153.571 submitted for the full amount of the bid including all alternates, if any.

In the event a Proposer submits a certified or cashier's check in the amount of 10% of the amount bid or an irrevocable letter of credit in the amount of 10% of the amount bid/proposal, then the Proposer shall also provide a Performance Bond or Contract bond in the full amount of the Contract if the Proposer is awarded the

contract. Any such Performance or Contract bond shall meet the requirements of O.R.C. sections 153.54 and 153.57 and shall be submitted for the full amount of the bid including all alternates, if any. Such bond shall be submitted at the time the proposal is submitted.

7.2 The certified or cashier's check, irrevocable letter of credit, or bond shall be made payable to the Owner and shall serve as a guarantee that in the event the bid/proposal is accepted and a contract is awarded to the successful Bidder, the contract will be executed by the bidder including any certifications, certificates or additional bonds required by the contract.

7.3 Failure on the part of the successful Bidder to execute the contract documents will cause the certified or cashier's check, irrevocable letter of credit, or bond to be forfeited to the Owner as damages.

A. If the Owner awards the contract without rebidding, the Bidder (and the Surety on their bond if a bond was submitted) shall be liable to the Owner for a penal sum not to exceed the difference between the low bid and the next lowest bidder or 10% of the amount of the bid, whichever is less.

B. If the Owner does not award the Contract to the next lowest Bidder, but resubmits the project for bidding; the Bidder (and the Surety on their bond if a bond was submitted) shall be liable to the Owner for a penal sum not to exceed the costs in connection with the resubmission of bids or 10% of the amount of the bid, whichever is less.

7.4 Checks or letters of credit for bid security of all bidders will be returned in the manner and time frame stipulated in the Ohio Revised Code.

7.5. A bond form is intentionally not included in this RFP. The Surety Agent shall supply a bond with language that meets ORC 153.571 or 153.57. If the Surety does not have one, then please contact Bill Parkinson for a blank bond form.

## IX. Proposal Evaluation

Proposals shall be evaluated and selection made for the award of the Contract based on the following criteria (not listed in order of importance):

- Project specific Technical Approach
- Proposer experience and technical strengths
- Proven successful past performance on similar projects.
- Qualification and experience of project staff.
- Program Management approach and methodologies.

Fees will not be considered in the technical evaluation. Proposals shall be evaluated first on qualifications and technical merit. Once rankings are established, the fee submittals shall be considered.

The ratings are not intended nor to be interpreted as a reflection of a Proposer's professional abilities. Instead, they reflect the City's best attempt to quantify each Proposer's ability to provide the services sought by the City and to meet the specific requirements of this RFP, for comparison purposes.

**Disqualification of a Proposer/Proposal:** The City does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a Proposer's trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.

The City will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the City. The City reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The City reserves the right to reject any proposal or to waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the City's best interest, as determined in the City's sole discretion.

Although the City prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desires the City to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another Proposer. The City may reject one or more proposals if it has reason to believe that Proposers have colluded to conceal the interest of one or more parties in a proposal and will not consider a future proposal from a participant in the collusion. In addition, the City will not accept a proposal from or approve a contract to any Proposer that is in default as surety or otherwise upon an obligation to the City or has failed to perform faithfully any previous agreement with the City or is currently in default under any agreement with the City.

The City reserves the right to reject any or all proposals and the City reserves the right to select the locations where the cameras will be installed and the number of locations where the cameras will be installed. Failure by a Proposer to respond thoroughly and completely to all information and document requests in this RFP may result in rejection of its proposal. Further, the City reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The City reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract.

## **PROPOSAL CHECKLIST**

Proposers should be sure to address all of the following areas in their proposal.

### **1. Technical Proposal Submission**

- Section 1: Cover Letter and Executive Summary
- Section 2: Profile
- Section 3: Qualifications
- Section 4: List of Representative Projects
- Section 5: Project Management Approach/Project Methodologies/Technical Approach
- 2 Originals
- 1 USB drive with copy of technical proposal
- Bid and Performance Bond required

### **2. Fee Proposal and Required Forms (Marked and Sealed Envelope)**

- 1 Original Fee Spreadsheet/Table
- 1 USB drive with copy of Fee Spreadsheet/Table