

AGENCY SPECIFICATIONS

LOCATION COUNTY — **Geauga**
LOCATION NAME — **Middlefield**
LOCATION NUMBER — **28-C**

THIS LOCATION:

1. **X** Is **not set-aside** for proposals by minority individuals only. All eligible individuals, county auditors, and nonprofit corporations may apply.

 Is set-aside for proposals by minority individuals only. See RFP section 1.16, page 1-21.
2. Will have a **contract term** beginning on **June 28, 2009**, and ending on **June 30, 2012**.
3. Will require **bond coverage** in the amount of **\$25,000.00**.
4. Is designated, and must meet all requirements of, **a Class 3 Agency**.

| Annual Transactions | Agency Class Size | Computer Terminals | Minimum Weekly Staff Hrs. | Minimum Parking Spaces | Minimum Sq. Ft. |
|---------------------|-------------------|--------------------|---------------------------|------------------------|-----------------|
| 0-20,000 | 1 | 1-2 | 102 | 7 | — |
| 20,001-35,000 | 2 | 1-2 | 102 | 7 | 630 |
| 35,001-40,000 | 3 | 2-3 | 107 | 14 | 830 |
| 40,001-45,000 | 3 | 2-3 | 121 | 14 | 830 |
| 45,001-50,000 | 3 | 2-3 | 134 | 14 | 830 |
| 50,001-55,000 | 4 | 2-3 | 147 | 14 | 830 |
| 55,001-60,000 | 4 | 2-3 | 161 | 14 | 830 |
| 60,001-65,000 | 5 | 3-4 | 174 | 21 | 1,080 |
| 65,001-70,000 | 5 | 3-4 | 188 | 21 | 1,080 |
| 70,001-75,000 | 5 | 3-4 | 201 | 21 | 1,080 |
| 75,001-80,000 | 6 | 4-5 | 214 | 28 | 1,340 |
| 80,001-85,000 | 6 | 4-5 | 228 | 28 | 1,340 |
| 85,001-90,000 | 6 | 4-5 | 241 | 28 | 1,340 |
| 90,001-95,000 | 7 | 5-6 | 255 | 35 | 1,620 |
| 95,001-100,000 | 7 | 5-6 | 268 | 35 | 1,620 |
| 100,001-105,000 | 7 | 5-6 | 281 | 35 | 1,620 |
| 105,001-110,000 | 7 | 5-6 | 295 | 35 | 1,620 |
| 110,001-115,000 | 7 | 5-6 | 308 | 35 | 1,620 |
| 115,001-120,000 | 7 | 5-6 | 322 | 35 | 1,620 |
| 120,001-125,000 | 8 | 6-7 | 335 | 42 | 1,930 |
| 125,001-130,000 | 8 | 6-7 | 348 | 42 | 1,930 |
| 130,001-135,000 | 8 | 6-7 | 362 | 42 | 1,930 |
| 135,001-140,000 | 8 | 6-7 | 375 | 42 | 1,930 |
| 140,001-145,000 | 8 | 6-7 | 389 | 42 | 1,930 |
| 145,001-150,000 | 8 | 6-7 | 402 | 42 | 1,930 |

5. Is estimated to have generated the following business over the previous twelve months:

| TRANSACTION | SALES ESTIMATE | FEE | PROJECTED REVENUE |
|---------------------------------------|----------------|-------------|---------------------|
| Vehicle Registrations | 30,456 | @ \$ 3.50 = | \$106,596.00 |
| Driver Licenses/ID Cards | 5,962 | @ \$ 3.50 = | \$20,867.00 |
| Abstracts | 72 | @ \$ 3.50 = | \$252.00 |
| Physical Inspections | 251 | @ \$ 3.50 = | \$878.50 |
| Salvage Inspections | 19 | @ \$ 3.50 = | \$66.50 |
| TOTAL TRANSACTIONS* | *36,760 | | |
| Laminations | 5,787 | @ \$ 1.50 = | \$8,680.50 |
| Vision Screenings | 4,200 | @ \$ 0.90 = | \$3,780.00 |
| TOTAL PROJECTED ANNUAL REVENUE | | | \$141,120.50 |

*Use the “TOTAL TRANSACTIONS” estimates for calculating your minimum weekly staff hours.

Disclaimers: All data listed in this section are estimates based on evaluations of transactions over a recent twelve-month period and may not accurately reflect actual future transactions. All figures may be subject to fluctuation or changes. The number of transactions in each category may vary for many reasons. The number of deputy registrar agencies may increase or decrease. Other competitive factors may affect the number of transactions. Finally, the fees may be affected by changes to the applicable laws.

Therefore, the Registrar makes no representations nor guarantees regarding the accuracy of the estimates, the actual number of transactions which may be expected to occur under the proposed contract, nor the listed fees.

6. _____ Is designated **BMV CONTROLLED SITE**, see BMV Controlled Site Form, attached.
- _____ Is designated **DEPUTY PROVIDED SITE, PROXIMITY**, proposers must submit Form 5.4, Proximity Attachment.
- X Is designated **DEPUTY PROVIDED SITE, WITHOUT ANY ONE- STOP SHOPPING CONSIDERATIONS**, proposer should not submit Form 5.4 and should NOT attempt to make any arrangements in conjunction with an OSHP Driver License Examination Station or Clerk of Courts Title Office.
7. X **GEOGRAPHIC AREA.** The deputy registrar site shall be located within the State of Ohio, County of **Geauga**, City of **Middlefield**, and **within two (2) miles driving distance from the intersection of State Route 87 and State Route 608, in Geauga County, Ohio.**