

5.0 Deputy Provided Site Checklist

Proposer Name _____ Home Phone () _____

Address _____ Daytime Phone () _____

City _____, Ohio Zip Code _____

Proposer Number (*BMV use only*) _____

Location _____

INSTRUCTIONS: You must submit one original and one copy of this form and all documents listed on this form **FOR EACH LOCATION YOU ARE PROPOSING**. If you fail to submit a complete set of originals and a complete set of copies **FOR EACH LOCATION**, you will not be evaluated for those locations.

FORM	DESCRIPTION	✓	BMV
5.0	Deputy Provided Site Checklist (this form)		
5.1	Site Questionnaire		
5.2	ADA Checklist		
5.3	Lease Option		
	– filled out, including complete address		
	– signed and notarized		
5.4	Proximity Attachment (for “Proximity” sites only)		
Proposer provided	Site Plan		
	– on 8½ x 11-inch paper		
	– with complete dimensions		
Proposer provided	Counter Plan		
	– on 8½ x 11-inch paper		
	– with complete dimensions		
Proposer provided	Map		
	– with site clearly marked		

5.1 SITE QUESTIONNAIRE

1. Location No. for which you are proposing (from Agency Specifications): _____
Street address of site _____
City _____, Ohio Zip _____
2. Is the site you are proposing currently in operation as a deputy registrar agency?
No _____ Yes _____
3. Do you intend to perform construction or remodeling to prepare this site for operation under a new deputy registrar contract?
No _____ Yes _____
4. Do you agree to comply with applicable Ohio Building Code requirements if construction or remodeling is necessary?
No _____ Yes _____
5. Is the site located in a city or village? _____
If so, name of city or village _____
If not, name of township in which it is located _____
6. In what Ohio county is this site located? _____
7. Is your proposed site within the geographic area specified in the Agency Specifications?
No _____ Yes _____
8. Have you included a map, with a mark showing the precise location of the proposed site?
No _____ Yes _____
9. How many parking spaces are available for this site? _____
10. How many other businesses share the parking facilities? _____
11. What is the distance of the nearest regular parking space from the closest public entrance of the proposed agency site using the shortest route a person could safely walk?
_____ feet
12. How many of the parking spaces are off-street (in a lot or garage)? _____

13. How many of the parking spaces are paved? _____
14. How many of the parking spaces are free (no charge for parking)? _____
15. How many of the parking spaces are reserved exclusively for the use of deputy registrar customers? _____

16. Does or will the site have air conditioning and heating ability to keep the temperature at or around 70 degrees Fahrenheit, and in no case during office hours ever under 65 degrees or over 75 degrees, except in cases of unavoidable emergencies, and during non-office hours between 50 degrees and 100 degrees?

No _____ Yes _____

State whether existing _____ or new installation _____

17. Will the site be safe for agency employees and patrons and will it have security available?
- No _____ Yes _____

Submission of a floor plan of the site is mandatory. If original drawings are larger than 8-1/2 x 11 inches, you must also provide a reduced size copy that will fit on one or more 8-1/2 inch by 11-inch pages. All dimensions must be indicated on the drawing.

18. Have you submitted a complete floor plan of the site, showing all dimensions of all the interior areas?
- No _____ Yes _____

19. How much space is allocated for the customer area? _____ sq. feet
20. How much space is allocated for the employee service area? _____ sq. feet
21. How much space is allocated for the employee private area? _____ sq. feet
22. How much space is allocated for the storage area? _____ sq. feet
23. How much space is allocated for the restroom facilities? _____ sq. feet
24. How much space is allocated for uses not listed above? _____ sq. feet
25. Total square footage of agency? _____ sq. feet

Submission of a counter plan is mandatory. If your original drawings are larger than 8-1/2 x 11 inches you must also provide a reduced size copy that will fit on one or more 8-1/2 x 11-inch pages. All dimensions, including those of the handicapped accessible counter, must be shown.

26. Have you submitted a counter plan showing all dimensions of your counters?
No _____ Yes _____
27. Are your counters to be in accordance with RFP counter specifications? No _____ Yes _____
28. Please indicate which of the two counter options from the Counter Specifications, Section 5.2, you are choosing:
_____ A. Operator sit-down arrangement
_____ B. Operator stand-up arrangement
29. Will your customer service counter be a minimum of 46 inches and a maximum of 48 inches (or for incumbent deputies only, a maximum of 50 inches) high?
No _____ Yes _____
Actual Measurement: _____
30. Do you agree to position all computers so they are adequately protected from damage by customers?
No _____ Yes _____
31. Will the total length of your equipment support counter be at least 60 inches for each terminal?
No _____ Yes _____
Actual Total Length (all counters): _____
32. Will the depth of your regular counter be a minimum of 24 inches and a maximum of 36 inches?
No _____ Yes _____
Actual Depth: _____
33. Will each 60-inch section of your counter be able to support at least 100 pounds of equipment?
No _____ Yes _____
34. Will you provide space for a vision screener at a reasonable height and conveniently located to the disabled-accessible counter?
No _____ Yes _____

35. Do you agree to provide a counter, acceptable to the BMV, to accommodate the digitized driver's license production equipment?

No _____ Yes _____

36. Will the disabled-accessible section of your counter be a minimum of 36 inches wide and have a knee hole opening of at least 27 inches high, 30 inches wide and 19 inches deep?

No _____ Yes _____

Height: _____ Width: _____ Depth: _____

37. Will you have at least one terminal service area which will be readily accessible for use by individuals with a disability?

No _____ Yes _____

38. Will you provide space either on the counter or on one or more separate printer stands (additional space of at least 30 inches wide) for each of the 3 printers in the agency?

No _____ Yes _____

39. How many signs do you propose for the location? _____

40. List below the location and size (all dimensions) of your signs or proposed signs:

Location of signs

Dimensions of signs

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |

41. **Form 5.3.** You must give satisfactory evidence that the facility you have proposed will be available for the operation of a deputy registrar agency during the entire period of the contract. If you will be leasing the facility from someone else, you must submit a fully executed (signed, notarized, and accepted) Lease Option, Form 5.3. If you own the property yourself, you must submit a copy of your deed along with a Lease Option, Form 5.3, giving yourself an option or a written statement that the property is available for use as a deputy registrar agency.

42. **Form 5.4.** Is the location for which you are proposing designated a DEPUTY PROVIDED PROXIMITY SITE in the Agency Specifications for that location?

YES. You must complete and submit with your proposal a fully completed Proximity Attachment, Form 5.4.

NO. Please do not submit the Proximity Attachment, Form 5.4.

5.2 ADA CHECKLIST
AMERICANS WITH DISABILITIES ACCESSIBILITY REPORT

Answer all questions for the proposed facility as it now exists. If the site as it now exists is deficient in any respect, list in the spaces provided all improvements the landlord or you will make if you are awarded a deputy registrar contract. Be specific. You may use the possible solutions noted on this form or you may propose your own solutions. If the proposed facility is under construction, answer all questions regarding the facility after completion in accordance with the construction plans. If any question clearly does not apply, mark it "Not Applicable" or "N/A."

- 1. ACCESSIBLE ENTRANCE.** People with disabilities should be able to arrive at a parking space accessible to persons with disabilities on the site, approach the building, and enter the building as freely as everyone else. At least one path of travel should be safe and accessible for everyone, including people with disabilities. "Accessible space" means a parking space which meets all Americans with Disabilities (ADA) requirements for disability (formerly "Handicapped") parking. "Accessible entrance" means an entrance to a building which meets ADA requirements for access by persons with disabilities, including persons who are in wheelchairs.

Is there a path of travel from the disability accessible parking space to the agency entrance that does not require the use of stairs? No _____ Yes _____

Is the path of travel stable, firm and slip-resistant? No _____ Yes _____

Except for curb cuts, is the path at least 36 inches wide? No _____ Yes _____

Do curbs on the pathway have curb cuts at least 32 inches wide at all necessary points? No _____ Yes _____

If the answer is "no" to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to, adding a ramp, designing an alternative path of travel, repairing surfaces, widening the pathway, installing curb cuts, etc.

Improvements to be made:

5.2 ADA CHECKLIST

AMERICANS WITH DISABILITIES ACCESSIBILITY REPORT

3. **PARKING AND DROP-OFF AREAS.** Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot striped access aisle)? No _____ Yes _____

For guidance in determining the appropriate number to designate, the table below gives the ADA requirements for new construction and alterations.

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

- Are 16-foot wide spaces, with 98 inches of vertical clearance, available for lift-equipped vans? No _____ Yes _____

At least one of every 8 accessible spaces must be van-accessible.

- Are the accessible spaces closest to the accessible entrance? No _____ Yes _____

- Are the accessible spaces marked with the International Symbol of Accessibility (standard disability parking sign)? No _____ Yes _____

If the answer is “no” to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to, reconfiguring spaces by repainting stripes, moving the spaces, adding proper signs, etc.

Improvements to be made:

After improvements, if any, have been made, how far will it be between the nearest accessible parking space to the nearest accessible building or mall entrance using the most direct path a wheelchair can safely travel?

Feet Measurement _____

- Is the nearest accessible space within two hundred (200) feet of the accessible entrance? No _____ Yes _____

- Is the nearest accessible space within one hundred (100) feet of the accessible entrance? No _____ Yes _____

5.2 ADA CHECKLIST
AMERICANS WITH DISABILITIES ACCESSIBILITY REPORT

4. **ENTRANCE.** If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? No _____ Yes _____

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? No _____ Yes _____

Can the accessible entrance be used independently? No _____ Yes _____

Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)? No _____ Yes _____

Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle? No _____ Yes _____

A person using a wheelchair needs this space to get close enough to open the door

Is the threshold level (less than 1/4 inch high) or beveled, up to 1/2 inch high? No _____ Yes _____

Are doormats 1/2 inch high or less with beveled or secured edges? No _____ Yes _____

Is the door handle no higher than 48 inches and operable with a closed fist? No _____ Yes _____

(The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.)

If the answer is "no" to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to repair, replacement, or removal of any fixtures or materials creating obstacles.

Improvements to be made:

5.2 ADA CHECKLIST
AMERICANS WITH DISABILITIES ACCESSIBILITY REPORT

5. ACCESS TO ALL DEPUTY REGISTRAR SERVICES. Ideally, the layout of the building should allow people with disabilities to obtain goods or services without special assistance. Where it is not possible to provide full accessibility, assistance or alternative services should be available upon request.

Does the accessible entrance provide direct access to the main floor, lobby, or elevator? No _____ Yes _____

Are all public spaces on an accessible path of travel? No _____ Yes _____

Is the accessible route to all public spaces and services at least 36 inches wide (except for interior doors)? No _____ Yes _____

Are the aisles between chairs or tables at least 36 inches wide? No _____ Yes _____

Are there spaces for wheelchair seating distributed throughout? No _____ Yes _____

Do interior doors into public spaces have at least a 32-inch clear opening? No _____ Yes _____

On the pull side of interior doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair can get close enough to open the door? No _____ Yes _____

Can doors be opened without too much force? No _____ Yes _____

Are door handles 48 inches high or less and operable with a closed fist? No _____ Yes _____

Are all interior thresholds, if any, level (less than 1/4 inch high), or beveled, up to 1/2 inch high? No _____ Yes _____

Is carpeting, if any, low-pile, tightly woven, and securely attached along edges? No _____ Yes _____

SEATS, TABLES & COUNTERS

Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide? No _____ Yes _____

Is the top of the ADA table or counter between 28 and 34 inches high? No _____ Yes _____

Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep? No _____ Yes _____

If the answer is “no” to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to repair, replacement, or removal of any fixtures or materials creating obstacles.

Improvements to be made:

5.2 ADA CHECKLIST
AMERICANS WITH DISABILITIES ACCESSIBILITY REPORT

6. REST ROOM USAGE. Restrooms should be accessible to people with disabilities.

- A. Is there currently a rest room available for use by the customers of the agency? No _____ Yes _____
- B. Is at least one restroom (either one for each sex, or unisex) fully ADA accessible? No _____ Yes _____
- C. Is there adequate signage identifying the ADA restroom(s)? No _____ Yes _____
- D. Is the doorway of the ADA restroom at least 32 inches clear? No _____ Yes _____
- E. Are doors to the ADA restroom(s) equipped with accessible handles (operable with a closed fist), 48 inches high or less? No _____ Yes _____
- F. Can doors to the ADA restroom(s) be opened easily (5-pound maximum force)? No _____ Yes _____
- G. Does the entry configuration to the ADA restroom(s) provide adequate maneuvering space for a person using a wheelchair? No _____ Yes _____
- H. Is there a 36-inch-wide path to all fixtures in the ADA restroom(s)? No _____ Yes _____

If you answered "No" to any question, describe any changes you will make if awarded a contract.

- A. _____

- B. _____

- C. _____

- D. _____

- E. _____

- F. _____

- G. _____

- H. _____

5.2 ADA CHECKLIST
AMERICANS WITH DISABILITIES ACCESSIBILITY REPORT

STALLS. The following questions apply to ADA restroom(s).

- A. Is the stall door operable with a closed fist, inside and out? No ___ Yes ___
- B. Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)? No ___ Yes ___
- C. In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet? No ___ Yes ___
- D. Is the toilet seat 17 to 19 inches high? No ___ Yes ___

If you answered "No" to any question, describe any changes you will make if awarded a contract.

- A. _____
- B. _____
- C. _____
- D. _____

LAVATORIES. The following questions apply to ADA restroom(s).

- A. Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front? No ___ Yes ___
- B. A maximum of 19 inches of the required depth may be under the lavatory. No ___ Yes ___
- C. Is the lavatory rim no higher than 34 inches? No ___ Yes ___
- D. Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)? No ___ Yes ___
- E. Can the faucet be operated with one closed fist? No ___ Yes ___
- F. Are soap and other dispensers and hand dryers within reach ranges and usable with one closed fist? No ___ Yes ___
- G. Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower? No ___ Yes ___

If you answered "No" to any question, describe any changes you will make if awarded a contract.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____

5.3 LEASE OPTION

1. I (we)(owners' complete names) _____
_____ ,

of (owners' complete address) _____

City _____, State _____, Zip _____

HEREBY GRANT, upon due consideration, receipt of which is hereby acknowledged, this
OPTION TO LEASE the following described property located in the State of Ohio, County
of _____, (state whether city, village or
township) _____ of _____ and commonly known
as: (property's address) _____

Suite _____ City _____, Ohio, Zip _____

to (proposer's name) _____

of (proposer's address) _____

City _____, Ohio, Zip _____

for the operation of a deputy registrar agency under contract with the Ohio Bureau of
Motor Vehicles, and for no other purpose.

2. THE TERM OF THE LEASE, if executed, shall begin no later than the 28th day of June,
2009 and shall not terminate before the 30th of June, 2012.

3. THE TERM OF THIS LEASE OPTION shall begin on the date of its execution (signing)
below and shall be held open until the 1st day of May, 2009.

4. THE PARTIES AGREE AS FOLLOWS:

A. The owners may, in their sole discretion, grant a similar lease option to operate a
deputy registrar agency for the stated period of time to more than one proposer,
provided that the premises are not subject to an existing lease for any portion of the
term of lease as specified in paragraph 2, above.

B. If the owners have granted or hereafter grant an option to the same described real estate
to another person or entity for the operation of a deputy registrar agency it is
understood and agreed by owners and proposer that only the option granted to the
person or entity awarded a contract by the Ohio Bureau of Motor Vehicles shall be
entitled to exercise the relevant option. Owners have indicated below by initialing
whether this option is exclusive or not exclusive.

5.4 PROXIMITY ATTACHMENT

Instructions

If the location you are submitting a proposal for is designated in the Agency Specifications as a Deputy Provided **Proximity Site**, complete this form and include the original and one copy with your proposal. If it is designated as a Deputy Provided **Non-Proximity Site**, do not submit this form.

This document is for locations which the Registrar has designated for One-Stop Shopping to encourage the deputy registrar to provide a site located close to either an **existing** Driver's License Examination Station or an **existing** Clerk of Courts Title Office.

Bureau of Motor Vehicles (BMV) records indicate that a Highway Patrol Driver's License Examination Station or a Clerk of Courts Title Office, or both, are situated within the boundaries of this location.

If there are both a Highway Patrol Driver's License Examination Station and a Clerk of Courts Title Office within the boundaries of this location, equal consideration will be given for situating close to either one.

In evaluating the proposed deputy registrar site's proximity to either a Highway Patrol Driver's License Examination Station (Exam Station) or a Clerk of Courts Title Office (Title Office), the Registrar intends to give the following consideration:

Highest Consideration: Highest consideration will be given to sites situated in the same building, in an adjacent building, within the same business district, or within the same shopping center as the **existing** Exam Station or Title Office.

Second Highest Consideration: Second highest consideration will be given to sites situated within approximately one-half mile, by most direct public-access route, to the **existing** Exam Station or Title Office.

Proposers shall not attempt to influence a Driver's Examination Station or a Clerk's Title Office to move to a different location at this time. No credit will be given during this RFP process to any proposer who proposes to relocate a Driver's License Examination Station or a Clerk's Title Office to be closer to the proposer's site.

QUESTIONNAIRE (SUBMIT ORIGINAL AND ONE COPY)

1. Proposer's name _____

2. Street address of proposed site _____

City _____ State _____ Zip _____

3. If the proposed site is close to an **existing** Highway Patrol Driver's License Examination Station (Exam Station), what is the address of the Exam Station? _____

Is the proposed site located within the same building, an adjacent building, the same business district, or the same shopping center as the Exam Station?

No _____ Yes _____

Is it located within approximately one-half mile (0.5 miles) from the Exam Station?

No _____ Yes _____

If YES, specify distance to nearest one-tenth mile: _____

Also specify exact directions between the two facilities traveling in both directions (from the proposed site to the Exam Station and return): _____

4. If the proposed site is close to an **existing** Clerk of Courts Title Office (Title Office), what is the address of the Title Office? _____

Is it located within the same building, an adjacent building, the same business district, or the same shopping center as the Title Office? No _____ Yes _____

Is it located within approximately one-half mile (0.5 miles) from the Title Office?

No _____ Yes _____

If YES, specify distance to nearest one-tenth mile: _____

Also specify exact directions between the two facilities traveling in both directions (from the proposed site to the Title Office and return): _____

DEPUTY REGISTRAR
REQUEST FOR PROPOSALS

SECTION 5

(2009)

DEPUTY PROVIDED SITES