APPENDIX 2.4

AGENCY SPECIFICATIONS

LOCATION COUNTY — Portage

LOCATION NAME — Kent

LOCATION NUMBER — 67-B

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 1-24.

2. Will have a **contract term** beginning on **June 26, 2016**, and ending on **June 26, 2021**.

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	Recommended 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
150,001-155,000	8	6-7	415	42	1,930
155,001-160,000	8	6-7	428	42	1,930
160,001-175,000	8	6-7	441	42	1,930
175,001-190,000	8	6-7	454	42	1,930

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

TRANSACTION	SALES ESTIMATE	FEES	PROJECTED REVENUE
Vehicle Registrations	**37,613**	@ $ 3.50 =	**$132,373.50**
Driver Licenses/ID Cards	**9,478**	@ $ 3.50 =	**$33,064.50**
Out-of-State Inspections	**275**	@ $ 3.50 =	**$962.50**
Reinstatement Fees	**480**	@ $ 8.00 =	**$3,840.00**
Salvage Inspections	**41**	@ $ 3.50 =	**$143.50**
Motor Coach Inspections	**6**	@ $ 3.50 =	**$21.00**
Abstracts	**165**	@ $ 3.50 =	**$570.50**
CDL Test Receipts	**10**	@ $ 3.50 =	**$35.00**
CDL Medical Certifications	**211**	@ $ 3.50 =	**$724.50**
TOTAL TRANSACTIONS*	**48,279**		
Laminations	**9,431**	@ $ 1.50 =	**$14,146.50**
Vision Screenings	**6,919**	@ $ 0.90 =	**$6,227.10**
Vehicle Registration Late Fees	**990**	@ $ 0.50 =	**$495.00**
TOTAL PROJECTED ANNUAL REVENUE			**$192,603.60**

*** Use the "TOTAL TRANSACTIONS" estimates for calculating the agency class size, number of computer terminals, minimum weekly staff hours, minimum parking spaces, and minimum square footage requirement.**

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, included.

_____ Is designated **DEPUTY PROVIDED SITE, PROXIMITY**, proposers must submit Form 5.4, Proximity Attachment. See DEPUTY PROVIDED SITE ATTACHMENT, included.

__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 a driver license examination station or clerk of courts title office. See DEPUTY PROVIDED SITE ATTACHMENT, included.

7. __X__ **GEOGRAPHIC AREA.** The deputy registrar site shall be located within the State of Ohio, County of **Portage and within the boundaries of the attached map**.

PORTAGE COUNTY

KENT – LOCATION # 67-B

GEOGRAPHIC AREA SHEET

The site chosen for this location shall be within the boundaries listed below:

Northern Boundary – Northeast Avenue / State Route 261

Eastern Boundary – State Route 43

Southern Boundary – Old Forge Road to Eastwood Avenue

Western Boundary – Munroe Road

A site may be located on either side of a street which forms a boundary unless the street is a limited access highway or the outer side of the street is in a different municipality or county.

GEOGRAPHIC AREA SHEET (2016)