

5.1 SITE QUESTIONNAIRE

1. Location Number for which you are proposing (from Agency Specifications): _____
Street address of site _____
City _____, Ohio, Zip Code _____
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. Are you an incumbent deputy registrar applying for a contract at an existing license agency site that was approved under your last contract?
No _____ Yes _____
5. A. If you answered “No” to question number 4, skip to question number 7, and complete the information required for this form (5.1) and the remainder of Section 5 forms 5.2 through 5.4.
B. If you answered “Yes” to question number 4, have there been any changes to the site (interior and/or exterior to include parking areas, path of travel, and accessibility to individuals with disabilities, and signage)?
No _____ Yes _____
6. A. If you answered “No” to question number 5, stop here. Print and submit this page only for compliance with Section Five (5) requirements for this RFP and include it with the remainder of your required proposal documents.
B. If you answered “Yes” to question number 5, list the site changes in the space below and be specific with the description(s) of any changes that have been made. Include additional supporting documentation and attachments if needed, then stop here. Print and submit this page along with any other documentation and attachments for compliance with Section 5 requirements for this RFP and include it with all other required proposal documents.

7. Do you agree to comply with applicable Ohio Building Code requirements if construction or remodeling is necessary?

No _____ Yes _____

8. 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

9. In what county is this site located?

10. Is your proposed site within the geographic area specified in the Agency Specifications?

No _____ Yes _____

11. Have you included a map, with a mark showing the precise location of the proposed site?

No _____ Yes _____

12. How many parking spaces are available for this site?

_____ spaces

13. How many other businesses share the parking facilities?

_____ Business(es)

14. 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

15. How many of the parking spaces are off-street (in a lot or garage)?

_____ spaces

16. How many of the parking spaces are paved?

_____ spaces

17. How many of the parking spaces are free (no charge for parking)?

_____ spaces

18. How many of the parking spaces are reserved exclusively for the use of deputy registrar customers?

_____ spaces

19. 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.

20. 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. Copies of previous submissions will be accepted, provided there have not been any changes since the last proposal.

21. Have you submitted a complete floor plan of the site, showing all dimensions of all the interior areas? No _____ Yes _____
22. How much space is allocated for the customer area? _____ square feet
23. How much space is allocated for the employee service area? _____ square feet
24. How much space is allocated for the employee private area? _____ square feet
25. How much space is allocated for the storage area? _____ square feet
26. How much space is allocated for the restroom facilities? _____ square feet
27. How much space is allocated for uses not listed above? _____ square feet
28. Total square footage of agency? _____ square 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 disability accessible counter, must be shown. Copies of previous submissions will be accepted, provided there have not been any changes since the last proposal.

29. Have you submitted a counter plan showing all dimensions of your counters? No _____ Yes _____
30. Are your counters to be in accordance with RFP counter specifications? No _____ Yes _____
31. Please indicate which of the two counter options from the Counter Specifications, RFP Appendix 2.1, you are choosing:
_____ A. Operator sit-down arrangement _____ B. Operator stand-up arrangement
32. 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: _____ inches

33. Do you agree to position all computers so they are adequately protected from damage by customers?

No _____ Yes _____

34. Will the total length of your equipment support counter be at least 60 inches for each terminal?

No _____ Yes _____

Actual Total Length (all counters): _____ feet

35. Will the depth of your regular counter be a minimum of 30 inches and a maximum of 36 inches?

No _____ Yes _____

Actual Depth: _____ inches

36. Will each 60-inch section of your counter be able to support at least 100 pounds of equipment?

No _____ Yes _____

37. Will you provide space for a vision screener at a reasonable height and conveniently located to the disabled-accessible counter?

No _____ Yes _____

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

No _____ Yes _____

39. 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 clearance height, 30 inches wide and 19 inches deep?

No _____ Yes _____

Height: _____ Width: _____ Depth: _____

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

No _____ Yes _____

41. 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 printers in the agency?

No _____ Yes _____

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

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

Location of signs	Dimensions of signs
_____	_____
_____	_____
_____	_____
_____	_____

44. **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.

45. **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.