APPENDIX 2.4

AGENCY SPECIFICATIONS

LOCATION COUNTY — Ottawa

LOCATION NAME — Port Clinton

LOCATION NUMBER — 62-A

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 28, 2020** and ending no later than **June 28, 2025**.

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:

TOTAL VEHICLE REGISTRATION TRANSACTION	31,262
TOTAL DRIVER LICENSE/IDENTIFICATION CARD TRANSACTIONS	7,392
TOTAL TRANSACTIONS*	40,016
TOTAL PROJECTED ANNUAL REVENUE	$158,999.60

*** 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. Please note, other transactions in addition to vehicle registrations and driver license/identification cards make up the "Total Transactions."**

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 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.

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

   ____ 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 **Ottawa and within the municipal corporation limits of Port Clinton**.

DEPUTY PROVIDED SITE ATTACHMENT

Location # 62-A, Ottawa County, Port Clinton

Site fixtures. Any proposer who chooses to submit a proposal for the existing deputy registrar license agency location at **220 Madison Street,** and is granted a valid lease option for the term of the contract, will be offered the opportunity to use all fixtures in place already owned by the BMV. These fixtures may include the following items: counters, alarm system, signs, and other permanent fixtures. The deputy registrar, at the deputy's own expense, shall be responsible for modification of any such fixtures to comply with requirements and shall be responsible for maintaining all such fixtures during the term of the contract. During the term of the contract, the deputy registrar shall not add, modify, or remove any such fixtures without the written permission of BMV Field Services. At the end of the contract, all such fixtures shall remain the property of the BMV and the deputy registrar shall not remove or commit any waste on the premises or fixtures. The deputy registrar shall be strictly liable to the BMV for any waste or damages.

A proposer may also choose to submit a proposal for a different location within the designated geographic area or in close proximity. In that case, the proposer must supply all necessary site fixtures on their own without opting to use fixtures already owned and provided by the BMV. If proposing a location outside of the established boundaries, a location within the established boundaries must also be proposed. All proposed locations, inside and outside of set boundaries, are subject to BMV approval/disapproval.

In either case, the proposer must submit complete site plans and counter plans with the proposal.

Business equipment and furniture. The selected deputy registrar will be required to supply all other equipment necessary to operate the agency, including chairs, desks, typewriters, storage shelves, file cabinets, a safe, and all other necessary office supplies and equipment. (See RFP section 1.13). The deputy registrar shall remove the deputy registrar's business and furniture at the end of the contract unless the deputy registrar agrees to sell or transfer it all or in part to the successor deputy registrar.