# APPENDIX 2.4

# AGENCY SPECIFICATIONS

**LOCATION COUNTY — Summit**

**LOCATION NAME — Northfield**

**LOCATION NUMBER — 77-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 8 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 | 100,447 |
| TOTAL DRIVER LICENSE/IDENTIFICATION CARD TRANSACTIONS | 23,107 |
| TOTAL TRANSACTIONS* | 128,425 |
| TOTAL PROJECTED ANNUAL REVENUE | $513,571.40 |

*** 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. **X** 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.

   ____ 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 **Summit and at 10333 Northfield Road, Suite 156**.

# BMV CONTROLLED SITE ATTACHMENT

## Location # 77-A, Summit County, Northfield

**This is a BMV Controlled Site.** A "BMV Controlled Site" is one in which the BMV will designate the exact site where the deputy registrar agency will be located. The BMV will arrange a master lease for the site. The master lease may be held by the BMV itself or a county (in conjunction with a Clerk of Courts Title Office). The successful proposer will be required to sublease space from the entity holding the master lease and to operate the deputy registrar agency at that, and only that site.

**Site fixtures**. For this site, the BMV will make arrangements for the construction, installation, or modification of HVAC, interior walls, ceilings, flooring and counters; the installation of a monitored alarm system; the installation or modification of signs; and other permanent fixtures, as necessary. The deputy registrar appointed shall pay to the BMV a reasonable user fee for any such fixtures during the term of the contract. The user fees may be based upon the BMV's actual costs, on an amortized basis, or upon any other reasonable basis. The deputy registrar, at the deputy's own expense, 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 both BMV Field Services and ODPS Facilities Management. 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.

**Security deposit**. The selected deputy registrar will be required to make a security deposit equal to one month's rent prior to the beginning date of the contract. The security deposit will be held by the BMV during the term of the contract and lease to protect the BMV from any damages to the premises during the deputy registrar's tenancy.

**Status as an independent contractor**. This arrangement does not affect the deputy registrar's status as an independent contractor. Except for the requirement that the deputy registrar operate the agency at the site and with the site improvements and fixtures selected by the BMV, the deputy registrar shall be responsible for the independent business operation of the agency in the same manner as deputy registrars who provide their own sites.

**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.

**Pending sites**. In some instances, the exact site has not yet been chosen. In those instances, the BMV cannot give any detailed information about the site at this time and the actual site improvement costs and rental costs are not known and will not be known by the deadline for submitting proposals.

# BMV CONTROLLED SITE ATTACHMENT

## Location # 77-A, Summit County, Northfield

**Important instructions**. For this BMV Controlled Site, you must calculate your start-up costs in accordance with these instructions. On Form 4.4, Start-Up Cost Calculations, enter the following information:

## 1. PERSONNEL COSTS (FOUR WEEKS)

Use Form 4.3 to calculate four (4) week's personnel costs for this location.

## 2. SITE PREPARATION COSTS (AMORTIZED)

A. Disregard paragraph A dealing with Deputy Provided Sites.

B. This is a BMV Controlled Site. **Enter this amount in paragraph B:**

**$ 0.00**

## 3. AGENCY RENTAL PAYMENTS (3 MONTHS)

A. Disregard paragraph A dealing with Deputy Provided Sites.

B. This is a BMV Controlled Site. **Enter the following information (DO NOT CHANGE THESE AMOUNTS FOR ANY REASON):**

One month's rent: **$1,629.83** X 3 = **$4,889.49**

**Disclaimer:** The above costs to be entered on the Start-Up Cost Calculation, Form 4.4, are to be used only for the purpose of determining the proposer's financial capability, see RFP section 1.14. The proposer may not rely on these figures as representing the actual costs the deputy registrar may incur in the operation of the agency. The stated costs are based upon estimates of statewide averages. Actual costs may be substantially higher in high-rent districts and could be lower in less expensive areas. The BMV will not release any further information for this location during the RFP process.

**Caution:** The failure to calculate proper personnel costs or the failure to enter properly this information will result in the loss of points in the evaluation.