

**APPENDIX 2.4**  
**AGENCY SPECIFICATIONS**

**LOCATION COUNTY — CUYAHOGA**

**LOCATION NAME — CLEVELAND HEIGH**

**LOCATION NUMBER — 18-C**

**THIS LOCATION:**

1. Will have a **contract term** beginning on **June 29, 2025** and ending no later than **June 29, 2030**.
2. Will require **bond coverage** in the amount of **\$25,000.00**.
3. Is designated, and must meet all requirements of, a **Class 4 Agency**.

<b>Annual Transactions</b>	<b>Agency Class Size</b>	<b>Computer Terminals</b>	<b>Recommended Weekly Staff Hrs.</b>	<b>Minimum Parking Spaces</b>	<b>Minimum Sq. Ft.</b>
<b>0-20,000</b>	<b>1</b>	<b>1-2</b>	<b>102</b>	<b>7</b>	<b>—</b>
<b>20,001-35,000</b>	<b>2</b>	<b>1-2</b>	<b>102</b>	<b>7</b>	<b>630</b>
<b>35,001-40,000</b>	<b>3</b>	<b>2-3</b>	<b>107</b>	<b>14</b>	<b>830</b>
<b>40,001-45,000</b>	<b>3</b>	<b>2-3</b>	<b>121</b>	<b>14</b>	<b>830</b>
<b>45,001-50,000</b>	<b>3</b>	<b>2-3</b>	<b>134</b>	<b>14</b>	<b>830</b>
<b>50,001-55,000</b>	<b>4</b>	<b>2-3</b>	<b>147</b>	<b>14</b>	<b>830</b>
<b>55,001-60,000</b>	<b>4</b>	<b>2-3</b>	<b>161</b>	<b>14</b>	<b>830</b>
<b>60,001-65,000</b>	<b>5</b>	<b>3-4</b>	<b>174</b>	<b>21</b>	<b>1,080</b>
<b>65,001-70,000</b>	<b>5</b>	<b>3-4</b>	<b>188</b>	<b>21</b>	<b>1,080</b>
<b>70,001-75,000</b>	<b>5</b>	<b>3-4</b>	<b>201</b>	<b>21</b>	<b>1,080</b>
<b>75,001-80,000</b>	<b>6</b>	<b>4-5</b>	<b>214</b>	<b>28</b>	<b>1,340</b>
<b>80,001-85,000</b>	<b>6</b>	<b>4-5</b>	<b>228</b>	<b>28</b>	<b>1,340</b>
<b>85,001-90,000</b>	<b>6</b>	<b>4-5</b>	<b>241</b>	<b>28</b>	<b>1,340</b>
<b>90,001-95,000</b>	<b>7</b>	<b>5-6</b>	<b>255</b>	<b>35</b>	<b>1,620</b>
<b>95,001-100,000</b>	<b>7</b>	<b>5-6</b>	<b>268</b>	<b>35</b>	<b>1,620</b>
<b>100,001-105,000</b>	<b>7</b>	<b>5-6</b>	<b>281</b>	<b>35</b>	<b>1,620</b>
<b>105,001-110,000</b>	<b>7</b>	<b>5-6</b>	<b>295</b>	<b>35</b>	<b>1,620</b>
<b>110,001-115,000</b>	<b>7</b>	<b>5-6</b>	<b>308</b>	<b>35</b>	<b>1,620</b>
<b>115,001-120,000</b>	<b>7</b>	<b>5-6</b>	<b>322</b>	<b>35</b>	<b>1,620</b>
<b>120,001-125,000</b>	<b>8</b>	<b>6-7</b>	<b>335</b>	<b>42</b>	<b>1,930</b>
<b>125,001-130,000</b>	<b>8</b>	<b>6-7</b>	<b>348</b>	<b>42</b>	<b>1,930</b>
<b>130,001-135,000</b>	<b>8</b>	<b>6-7</b>	<b>362</b>	<b>42</b>	<b>1,930</b>
<b>135,001-140,000</b>	<b>8</b>	<b>6-7</b>	<b>375</b>	<b>42</b>	<b>1,930</b>
<b>140,001-145,000</b>	<b>8</b>	<b>6-7</b>	<b>389</b>	<b>42</b>	<b>1,930</b>
<b>145,001-150,000</b>	<b>8</b>	<b>6-7</b>	<b>402</b>	<b>42</b>	<b>1,930</b>
<b>150,001-155,000</b>	<b>8</b>	<b>6-7</b>	<b>415</b>	<b>42</b>	<b>1,930</b>
<b>155,001-160,000</b>	<b>8</b>	<b>6-7</b>	<b>428</b>	<b>42</b>	<b>1,930</b>
<b>160,001-175,000</b>	<b>8</b>	<b>6-7</b>	<b>441</b>	<b>42</b>	<b>1,930</b>
<b>175,001-190,000</b>	<b>8</b>	<b>6-7</b>	<b>454</b>	<b>42</b>	<b>1,930</b>

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

<b>TOTAL VEHICLE REGISTRATION TRANSACTION</b>	<b>27,089</b>
<b>TOTAL DRIVER LICENSE/IDENTIFICATION CARD TRANSACTIONS</b>	<b>19,982</b>
<b>PERCENTAGE OF 8-YEAR DL/ID TRANSACTIONS</b>	<b>26%</b>
<b>TOTAL TRANSACTIONS*</b>	<b>51,251</b>
<b>TOTAL PROJECTED ANNUAL REVENUE</b>	<b>\$322,959.40</b>

\* 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.”

\* Percentage of 8-year DL/ID transactions from calendar year 2023.

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

# CUYAHOGA COUNTY

## UNIVERSITY HEIGHTS – LOCATION #18-C

### GEOGRAPHIC AREA SHEET



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

- Northern Boundary – Mayfield Road
- Eastern Boundary – Green Road
- Southern Boundary – Fairmount Boulevard
- Western Boundary – Taylor Road

**NOTE:** If proposing a location **OUTSIDE** 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.

## DEPUTY PROVIDED SITE ATTACHMENT

### LOCATION # 18-C, CUYAHOGA COUNTY, CLEVELAND HEIGHTS

**Site fixtures.** Any proposer who chooses to submit a proposal for the existing deputy registrar license agency location at **2173 S TAYLOR RD**, 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 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.

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

NOTE: Locations proposed outside of designated geographic areas but within close proximity will be assessed and NOT immediately disqualified.

**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.