

**Attachment #1**  
**Chicago O'Hare (ORD) Centralized Examination Station (CES) Operational and Facility Characteristics and Minimum Requirements**

**Chicago O'Hare (ORD) CES Facility Requirements Overview**

A CES is Privately Owned facility where merchandise is made available for physical examination to CBP officers. The process for establishing a CES at a port or area under the jurisdiction of a port director (PD) is contained in Title 19 of the code of Federal regulations (C.F.R.) at Part 118. This section of the regulations covers the CES application process, the general responsibilities of the person or entity selected to operate a CES, the requirements for the written agreement to operate a CES, and the process by which a CES may be suspended or terminated.

**The minimum standards contained in this document and the Cargo Facility Design Standards December 2019 are the requirements that must be included in any facility applying to operate a CES at ORD.**

This solicitation is for applicants within the jurisdiction of the Area Port of Chicago. Specifically, the applicants should be geographically located within the Port limits.

Any change to the physical location of the CES facility during the term of the agreement will result in the termination of the agreement and CBP's permission to operate the CES is automatically revoked. In such instances, the CES operator must provide for the orderly winding down of operations and disposition of merchandise as required under its custodial bond, CF301, pursuant to 19 C.F.R. §113.63.

**Minimum Requirements for ORD CES Facility**

The following criteria are the minimum standards and characteristics that must be present in any application to operate a CES and be designated as a CES operator (CESO). Failure to meet any of the minimum standards may preclude the applicant from further consideration.

**General Requirements for the CES Facility**

Accessibility for transportation of Merchandise

The CES must have easy truck access to the facility to unload and discharge merchandise. The CES facility location should not create a significant delay in the merchandise delivery time to or from the facility and must fall within the geographic boundaries stated above. The site must allow a truck to back straight into each bay

The CES facility shall be designed to promote safe and efficient inspections and operational support tasks to CBP officers. The facility shall incorporate and maintain the highest physical, procedural and personnel security standards while enabling the most efficient merchandise devanning operations.

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**CES Facility Staffing and Hours of Operation**

The CES must be able to provide adequate personnel and equipment to ensure reliable service to meet the operational needs of CBP. Normal operating hours for CES facilities will be from 8:00 AM – 4:00 PM, Monday through Friday, but may be increased to include after-hours service and/or weekend hours based upon workload. These days and hours may change in the future, depending on the needs of CBP and the local trade community. The number of inspections may fluctuate and is entirely based upon the operational needs of the agency. CBP will not guarantee a minimum number of examinations to any CES facility.

The CES facility must be available for use on a 7-day, 24-hour basis. CBP will be responsible for advising the CESO when after-hour services will need to be provided. After-hours availability will be required on a regular and recurring basis.

**Shipment & Examination Tracking**

The CESO must provide an internal or company operated shipment tracking/availability system. The tracking system must be capable of providing the ability to find information on current and past inspections conducted at the CES. At a minimum, the information should be capable of being organized by status, examination type, carrier, and airway bill number. The CESO must also comply with all agency record keeping and information retention policies.

**Security of CES Facility & Merchandise**

The CESO must comply with relevant Department of Homeland Security (DHS) and CBP Policies relating the security and protection of the CES facility, its employees, U.S. Government personnel and the merchandise shipments. The CES must have a secure perimeter that is adequately maintained and equipped by the CESO and conform to CBP's security standards and operational requirements. This will include general requirements for perimeter walls, perimeter doors, secure storage rooms, weapons and ammunition storage, reception/clerical areas, and evidence vaults. All security features shall comply with the latest agency security policies and procedures.

Security planning is a crucial part of planning a CES facility. The goal for security planning at a CES facility is to protect CBP personnel, facilities, and property. Security planning employs both passive and active elements. Passive elements may include setbacks, non-straight drive aisles, strategic placement of buildings and site features, hardened construction, and sightlines. Active elements may include video surveillance, operable gates, electronic key control, and intruder detection systems. The physical security measures required intended to be used in conjunction with the established operating policies, procedures, and practices of CBP. Access to areas within the CBP perimeter are determined and controlled by CBP. CBP security compliance requirements include, but are not limited to, hardware on doors, duress alarms, lighting requirements, hardened

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construction for public entries and strong rooms, video surveillance system (VSS) cameras and recorders, intrusion detection systems (IDs), access controls, and signage. Due to changes in CBP video surveillance system requirements any petitioner with a current VSS system will need to have the system reviewed for compliance with current and established CBP policies.

*More detailed information will be provided during the application review process and after tentative selection in consultation with specialists from the Office of Professional Responsibility (OPR) and the Office of Technology (OIT).*

**CES Agreement & Facility Build-Out**

Per federal regulations, the selection of a CES facility only becomes final upon the execution of a written agreement between CBP and the CESO. *See* 19 C.F.R. §§ 118.3; 118.13. This CES agreement ***cannot be signed*** until the CES facility meets all the security and other physical and equipment requirements necessary for its operation to the satisfaction of the agency. *See* 19 C.F.R. §118.11(b). Any application that requires significant build-out required for an existing building to meet the requirements must include this request for additional time in its application.

**Facility & Workspace Equipment**

The CESO is responsible for funding all costs associated with the acquisition, relocation, staging, transport, training, and maintenance of all Non-Intrusive Inspection (NII) equipment determined as needed by CBP, through direct payment to a CSP-approved vendors to be determined by CBP upon tentative selection.

The CESO shall also be responsible for reimbursement to CBP of all computer hardware and communication equipment, including mobile devices to support operations at the CES. An IT infrastructure will be completed at the cost of the CESO as part of building construction and maintenance costs. Any other equipment required for operations at the CES will be purchased directly by the CESO.

*More detailed information and specifications will be provided in other attachments to this announcement and during the application review process and after tentative selection.*

**CES Facility Services**

Regular maintenance services must be provided throughout the CES. Custodial staff may not be issued any keys to CBP designated areas. Cleaning services are to be provided during CBP's hours of operation while CBP employees are present. Custodial services will not be required outside of normal operating hours. The types of services required, and minimum mandatory frequency are:

- Trash pick-up Minimum once a day

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• Kitchen/Break room area cleaning services	Minimum once a day
• Bathroom cleaning services	Minimum once a day
• Office cleaning services	Minimum every other day
• Window, carpet, vent, and/or other major cleanings	Bi-annually
• Exterminator/pest control	Monthly
• Other services (lighting, HVAC, electric plumbing, etc.)	As required

The CES facility must have an exterminator/pest control program. As per OSHA's sanitation standard 29 CFR 1910.141(a)(5), the CBP office space must be constructed, equipped, and maintained in such a way to prevent rodents and insects from entering the workplace, and if they are discovered, an effective extermination program must be implemented. These areas include the walls, ceilings, and doors/entry ways. This is a minimum standard. Failure to meet minimum standards will preclude the applicant from further consideration.

The CESO shall provide to the government at no cost, or for \$1 per year:

- Water, gas, electricity, and refuse collection.
- Telephone equipment/service and data connectivity.
- Security monitoring.
- Antennas.
- Extra utility fees for overtime use.
- Snow removal and ice abatement services on all surface walkways as well as parking and driving areas.

**CES Facility Operational Space Requirements**

*CES Facility Operational Space Requirements shall meet the requirements provided in the Cargo Facility Design Standards December 2019.*

*The CBP Office of Facility Management (OFAM) Field Office Facilities (FOF) Project Management office (PMO) Project Manager (PM) has final approval authority for meeting CBP operational requirements and will provide official CBP specifications to the CESO, as needed.*

**a. Inspection Areas**

The CES facility must have sufficient inspection space for the examination and seizure of merchandise. Inspection areas shall be located reasonably close to cargo holding areas and CBP access points. For proper control of transported merchandise packages and shipments, this space shall be adjacent to the loading dock or dedicated CBP access points.

**The CBP Inspection Area within the CES must include, at minimum, the following operational areas and facility characteristics in order to be considered under this solicitation:**

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**1. Examination and Physical Inspection Area (9,500SF)**

CBP officers and agriculture specialists examine and physically inspect merchandise packages and shipments in this area. Examinations will require worktables and inspection workstations equipped with CBP computer terminals for data input. Additional space available for the growth of workforce and workstations will be taken into consideration during the application review process. This space must be adjacent to cargo holding areas.

**1. Mobile X-Ray (6,500SF Min)**

The Mobile X-Ray requires two separate areas, a covered parking space and an examination area. The examination area does not need to be dedicated space, but space needs to be available upon request by CBP. The space requirements are as follows:

- Covered Parking (40'Lx12'Wx14'H)
- Examination area (40'Wx150'L)

**2. Cargo Unloading Area**

The CES facility must have a minimum of twenty (20) cargo bay doors. The number of bays and size of the unloading area shall accommodate a minimum of 300 cartons on approximately 12 pallets. Growth capability shall be a factor in rating the suitability of a site/facility; this shall be included with the proposal.

The cargo door entrances must be the same height as the dock. If not, some kind of specialized equipment must be present to ensure that devanning/reloading of merchandise is completed in a safe and efficient manner.

Fixed, electrical outlets must be available at every cargo bay door.

**3. Secondary Inspection Area (500SF)**

This area must include storage capability for enforcement tools and other necessary equipment and technology. Depending on anticipated merchandise shipments, this space will include X-ray equipment, scales, and/or machine tools for disassembling cargo. The CESO must have the ability to ensure that its employees de-van merchandise in an organized manner and to ensure that the shipment is repacked in the same way it was originally packed.

Merchandise must be stacked no higher than 4 ft. high depending on characteristics of the cargo. (For example, exceptions would be very large crates, machinery, etc.).

Merchandise must be staged with a minimum of 6 ft. of open floor space on either side of the de-vanned merchandise awaiting inspection.

**1. Personal Protective Equipment (PPE) Storage (Min. 150 NSF)**

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The CES facility must include a secured storage room, with a minimum size of 150 sq. ft., within the cargo inspection area as described in Section IIa where personal protective equipment and supplies can be stored.

**2. Tool Storage Room (Min. 40 NSF)**

The CES facility must have a designated tool storage space/room, located within the Secondary Inspection area (Sec. II. a3.). The space must be at a minimum 40 sq. ft. in size. The tool storage area does not have to be a separate enclosed room if there is adequate floor area in the Secondary Inspection area for this purpose, however, there must be a lockable equipment cabinet provided.

**3. Cargo Detention Storage (1,000SF)**

The CES facility must have an area that specifically designated for merchandise detention. This space must be separately enclosed and sufficiently large to store detained merchandise that is pending further processing. There must be storage closets included within this enclosed space to separate detained merchandise awaiting a final disposition by CBP.

**4. Agriculture Lab (240SF Min)**

This area will receive and examine any inadmissible agriculture items. It should be adjacent to the secondary inspection area and examination and physical inspection area. Provision of telephone, data and power is required to support the operation. Specific requirements for this space will be provided by CBP. Minimal requirements include:

- Full sized refrigerator and freezer.
- Metal worktable
- Task lighting
- Dedicated electrical outlets

**5. Agriculture Disposal Room (60SF Min)**

This area contains steam sterilizer, cooker, or trashcans used by the agriculture inspection staff for the destruction of agriculture products not cleared for entrance into the United States.

- Trash cans

**b. Operational Support Areas**

The CESO shall provide CBP with space necessary to support CBP's operations. CBP requires operational support space equipped with CBP computer terminals, storage space, lavatories, safe drinking water, and sufficient secure parking for government-owned vehicles (GOVs) for the CBP staff at the cargo inspection facility.

***The following operational support areas, at a minimum, must be included within the design of the CES facility to be considered under this solicitation.***

**1. CBP Officer (CBPO) Work Area (Min. 256 NSF)**

The CES facility must include a CBPO Work Areas. The space must be large enough to

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accommodate, at a minimum, four (4) workstations. Each of these workstations must be a minimum of 64 sq. ft. in size and include necessary data terminal and telephone hookups.

**2. CBP Supervisor Office (Min 150 NSF)**

The supervisory CBP Officer manage the day-to-day activities and performance of CBP Officers and is available to the public as required. This position directs and manages the planning, development, and implementation of mission critical administrative elements and information requirements for the cargo inspection facility.

**3. CBP Site and Parking Areas**

The CESO must provide a minimum of ten designated CBP parking spaces. These parking spaces will be for the exclusive use of CBP employees. All CBP parking areas must be secure and segregated from public parking areas. All CBP parking areas must be within close proximity to the CES facility and accessible to CBP employees on a 7-day, 24-hour basis. These secure parking areas must be equipped with access control device approved by local CBP.

All CBP parking areas must allow officers to walk from parking areas to the CES facility without travelling through unsecured, public areas. CBP parking areas and the walkway to the CES facility must be well-lit to ensure officer safety.

Remote or off-site parking that requires CBP officers to use shuttle transportation is unacceptable.

**4. Local Area Network (LAN) Telecommunications Room (Min. 180 NSF)**

The LAN room is a secure space that accommodates all DHS/CBP secure LAN equipment & all facility system equipment connected to DHS/CBP secure LAN. The LAN room combines the voice, data & other systems into one area within the facility. Co-location of non-DHS/CBP IT equipment is not permitted.

Within the LAN room, racks will be installed & IT equipment enclosed in lockable cabinets. The LAN room will have camera coverage so that there are no blind spots. Dedicated HVAC controls are required within the LAN room to regulate the temperature and humidity levels in this room. This room shall be constructed in compliance with current DHS/CBP security standards relating to the construction of a strong room.

**5. Supplemental Local Area Network Room (Min 120 NSF)**

A supplemental Local Area Network (SLAN) may contain network and system equipment, such as head-end for the IDS, VSS, NII system as well as any other system that is not connected to the CBP secure LAN. Within the room, racks will be installed, and equipment shall be enclosed in lockable cabinets. The VSS cameras will be located within the SLAN to eliminate blind spots. Dedicated HVAC controls are required within the SLAN room to regulate the temperature and humidity levels in this room. The SLAN shall be located adjacent to the LAN room. This room shall be constructed in compliance with the current CBP SPPH standards relating to the construction of a strong room.

*Additional information is provided in other attachments. More detailed specifications and agency policies will be provided during the application review and tentative selection processes.*

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**6. General Storage (Min 50 NSF)**

This space is used to store supplies, office equipment, active files, interim records, and other miscellaneous items require for CBP operations.

**7. Public Reception Room (Min 20 NSF)**

This area provides the public, CFO staff, brokers and members of the trade with access to CBP staff.

**c. Staff Support Areas**

*The CESO shall provide CBP with basic facilities to support CBP personnel in their duties. The CES facility must include, at a minimum, the following space allocations:*

**1. CBP Staff (Break Room /Min. 240 NSF)**

The break room serves as the location where CBP employees prepare and have their meals. This room shall include a refrigerator, microwave, sink, storage in cabinets and an adequate work surface counter.

**2. Unisex Restroom (Min. 80 NSF)**

Each building within the CES facility must be equipped with a separate CBP only unisex bathroom. Each restroom must be a minimum of 80 sq. ft. in size. All CBP restrooms must be equipped with a minimum of 6 lockers. The dedicated CBP restroom must be located within the CBP-designated workspace and in close proximity to the main CBP staff entry point to the CES facility. Additional restrooms shall be strategically placed throughout the CES facility to provide convenient access and promote operational efficiency.

If CES facility design consists of a single building and only one set of CBP restrooms is being provided, these must be located adjacent to or combined with the CBP male and female locker rooms described above.

Building Support Areas CES facilities require typical building systems to operate efficiently and support CBP operations.

**d. Building Support Areas**

*The following support systems are required in the design of CES facility to be considered under this solicitation.*

**1. Emergency Generator (Min. 200 NSF)**

The CES facility must include an emergency generator to provide back-up power when electric power from the local utility is interrupted. The CES facility must provide emergency operational power for an extended period when using the emergency generator.

The emergency generator should be located outside in a separate enclosed shelter, if possible.

**2. Service Yard (Varies)**

Provide a service yard for parking containers.



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**SUMMARY OF SPACE REQUIREMENTS**

Attachment #2					
Table of Space Requirements: ORD AT-CET CES					
Room Code	Space Name	Unit of Measure	Quantity	NSF*Per UM	Total NSF
<b>1.0 Inspection Area</b>					
CRG-01-01	Secondary Inspection Area	Area	1	500	500
	Cargo Unloading Area	Area	1	-	Varies
CRG-01-02	Agriculture Lab (requires designated area/equipment/furniture)	Each	1	240	240
CRG-01-03	Agriculture Disposal Room	Each	1	60	60
CRG-01-04	Tool Storage Room	Area	1	40	40
CRG-01-08	Examination and Physical Inspection Area	Area	1	2,500	2,500
CRG-01-11	Cargo Detention Area	Area	1	1,000	1,000
CRG-01-01	Personnel Protective Equipment (PPE) Storage	Each	1	150	150
	M25 Mobile X-Ray Parking	Area	1	500	500
	M25 Mobile X-Ray Examination Area	Area	1	6000	6000
		<i>Total Inspection Support Space</i>			<b>10990</b>
<b>2.0 Operational Support</b>					
CRG-02-07	CBP Officer Workstation	Workstation	4	64	256
CRG-02-06	CBP Supervisor Office	Workstation	1	150	150
CRG-02-13	Local Area Network (LAN) Room	Room	1	180	180
CRG-02-14	Supplemental Local Area Network (SLAN) Room	Room	1	120	120
CRG-02-09	General Storage	Room	1	50	50
CRG-02-01	Public Reception Room	Room	1	20	20
		<i>Total Operational Support Space</i>			<b>776</b>
<b>3.0 Staff Support</b>					
CRG-03-04	CBP Staff Restroom (min) (Unisex)	Room	1	80	80
CRG-03-01	Staff Break Room (min)	Room	1	240	240
		<i>Total Staff Support Space</i>			<b>320</b>
<b>4.0 Building Support</b>					
CRG-04-01	Emergency Generator	Each	1	200	200
-	Service Yard	Service Containers	1	Varies	Varies
		<i>Total Building Support Space</i>			<b>200</b>

**Notes: NSF = Net Square Feet**

Total Space does not include circulation or the spaces listed as Varies

\* The sizes of the spaces can deviate from the requirement based on the POR for the specific facility and input from the centralized station operator.

**e. Additional considerations**

The Automated Commercial Environment (ACE) is the system through which the trade community reports imports and exports, and the government determines admissibility. CBP applies expertise, technology and automation to create streamlined and efficient process to facilitate the global exchange of safe and legitimate goods. A CES operator is an integral part of the flow of safe and legitimate goods, as such, participation in the automated ACE program will be highly advantageous to CBP and trade partners and will be considered when reviewing applications.

**Legal Compliance**

The CES Operator must comply with all applicable federal, state, and local laws, ordinances and/or regulations in the design, maintenance, and operation of the CES facility. This includes, but is not limited to, the following federal legal requirements:

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*McNamara-O'Hara Service Contract Act (SCA) and Federal Acquisition Regulations (FAR)* The CESO is responsible for complying with the SCA, 41 U.S.C. § 351, et. seq., where applicable, and the FAR 52.222-1 and 52.222-41 through 52.222-43.

Additionally, every employer performing work covered under the (SCA) is required to post a notice of the compensation required including, for service contracts, any applicable wage determination in a prominent and accessible location at the worksite where it may be seen by all employees performing on the contract. See link to the SCA poster below:

English: <https://www.dol.gov/whd/regs/compliance/posters/sca.htm>

Spanish: <https://www.dol.gov/whd/regs/compliance/posters/scaspan.htm>

Wage determinations: <https://beta.sam.gov>

For further information on the SCA or the FAR, please contact the Department of Labor (DoL) and General Services Agency (GSA) directly. Also see attached Appendix B.

**National Environmental Policy Act (NEPA)**

The CES facility design shall comply with the NEPA and with all other relevant federal regulations and requirements. *See* 42 U.S.C. §§ 4321 et seq.

**Occupational Safety and Health Act OSHA**

The CES Operator will ensure that the CES facility complies with applicable OSHA requirements.

**Hazardous Materials**

The CES Operator shall comply with all statutes and regulations pertaining to the transportation and storage of hazardous materials, including but not limited to 40 C.F.R. Parts 263 and 265.

**Immigration and Nationality Act (INA) & Executive Order 12989**

The CES Operator agrees to comply fully with the requirements of Executive Order 12989 dated February 13, 1996, as amended, including Sections I (a) and (b), which pertain to the unlawful employment of aliens and to the antidiscrimination requirements of the Immigration and Nationality Act and of any other applicable law. These requirements apply to all persons working, assigned, and/or detailed to the CES facility, including all casual and/or temporary labor utilized by the CES Operator.

**Equal Opportunity Employment**

The CES Operator agrees to comply with federal employment law and provide a work environment that is free of discriminatory harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, parental status, genetic information, or any other basis provided by law.

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Authorization for Release of Information

( ) New Hire Date: \_ / \_ / \_

( ) Termination Date: \_ / \_ / \_

Employee Name: \_\_\_\_\_

(Please Print)

In accordance with the provisions of the Privacy Act of 1974, 5 USC 552a, and the Department of the Treasury Regulations promulgated to implement the Act, 31 C.F.R. Part I; I authorize Customs and Border Protection (CBP), ("The Agency") to disclose any record or information pertaining to me contained in the Agency's files, including such records which may be contained in a system of records, as that term is defined under 5 U.S.C. 552a(a)(5), by any means or any communication to:

(Please print name of company)

Provided that the Agency deems such disclosure relevant to the enforcement of any federal law and/or regulation or the grant, denial, suspension, or revocation of any bonded status or license or authority to operate. The authority to disclose information, as provided herein, shall constitute a release by me of the United States of America, the Department of Homeland Security, the Agency, and/or any employee thereof from any liability for damages alleged to have been caused directly or indirectly, as a result of the Agency's acquisition, maintenance and/or disclosure of such information, or any subsequent disclosure thereof by any individual or entity.

I understand that my execution of this authorization for disclosure of information is not required by law or regulation, and I declare that such execution is my voluntary act. A copy of this executed document shall be considered to be equal force and effect as the original executed document.

(Date) (Employee's Signature)

Please print the following information:

Address: \_\_\_\_\_

(Please include complete street, city, state and zip code)

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

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**CBP Form 3078 Requirements/Instructions**

An original signed CBP Form 3078 from all office personnel who will handle paperwork regarding bonded freight {records-keepers) as well as all company officers as listed in the company's articles of incorporation, partnership agreement, or proprietor statement as applicable. A photocopy of current and valid government issued photo-ID's are required for each employee submitting a CBP Form 3078. For U.S. born citizens, acceptable documents include; state driver's license and U.S. Passport. If the U.S. born citizen does not have a valid passport, then a copy of their birth certificate will be submitted in lieu of the U.S. Passport requirement. For non U.S. born citizens whom have since naturalized, acceptable documents include; state driver's license and U.S. Naturalization Certificate. For non-U.S. Citizens, acceptable documents include; state driver's license and Permanent Resident Card (LPR card) or Employment Authorization Card.

An "Authorization for Release of Information" form for each employee submitting a CBP Form 3078. These authorization forms are strictly voluntary and not required by law, but are necessary to assist with the processing of each employee and the applicant.

**INTRODUCTION**

This attachment provides information on the data processing and voice communication systems used to facilitate cargo processing and enforce U.S. Customs and Border Protection (CBP) requirements at Centralized Examination Stations (CES). Due to the dynamic nature of data and voice communications technology, the requirements in this attachment may be subject to change. CBP will make every effort to immediately inform Centralized Examination Station Operators (CESO) when such changes are contemplated. CBP understands CESO budgetary constraints; however, Federal information systems must be designed to sufficiently ensure system confidentiality, integrity, and availability in accordance with any and all applicable regulatory requirements.

It is important to note that ALL electronic systems, as defined in this agreement, while funded by the CESO must be ordered, procured, received, installed, possessed and maintained by CBP. Site modifications may be required to meet OHS and CBP standards. The requirements described address typical installations. As each facility is unique and variances occur from site to site, **the CBP Office of Administration (OA) Project Manager (PM) will provide official requirements and specifications, as needed, including all specific CBP LAN/Telco room layout and equipment specifications for each facility.**

**RESPONSIBILITIES**

The CESO is responsible for funding all voice, data and network communications equipment and service costs (i.e., routers, switches, circuits, etc.). The CESO is responsible for all initial and recurring costs of computers, monitors, printers, scanners, phones, conference phones, etc. and any software refreshes or upgrades as deemed necessary by CBP. The CESO shall provide and

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install all systems infrastructure for both the data processing and voice communication systems. CBP presence is required during all cable pulls. This includes, but is not limited to, servers, computers, printers, scanners, duct banks between buildings, entrance raceways, backboards, punch down blocks, wire way, cabling, dedicated conduit, data and voice jacks throughout the facility, power panels, and receptacles.

#### **COMPUTER SYSTEMS**

CBP requires the installation of local area networks (LANs) to support commercial processing and administrative functions. Each network generally includes gateways, switches, file servers, personal computers, printers, computer peripherals, and data communications hardware and software. It is the responsibility of the CESO to provide all necessary infrastructures to support the chosen topology, including the following: electrical power; an uninterruptible power supply (UPS); all required cabling, dedicated conduit, and dedicated data circuits; and proper HVAC to assure optimum equipment performance.

CBP systems operate secured software and network versions to retrieve and manage sensitive law enforcement information. Although costs for the equipment to configure CBP required law enforcement systems are CESO funding obligations, CBP shall control the procurement, receipt, management, and installations of all personal computers, peripherals, and LAN equipment. The tentatively selected CESO must sign an agreement to reimburse CBP any costs advanced to procure and install that equipment or transport any existing law enforcement equipment required by CBP, as necessary. All costs shall be the responsibility of the CESO.

Access is through a network of devices located in various operational areas of the processing facility. System hardware is located in the secure CBP LAN/Telco Room. For each facility, CBP will furnish specific room layouts and hardware requirements. Dedicated and secure data lines connect this room to the Wide Area Network (WAN). The equipment and configurations for the location will be determined by CBP workload requirements. It is essential that the CESO installs adequate cabling and conduit. The CESO shall also fund a dedicated data circuit, which includes installation, initial, and monthly/annual recurring costs to assure the proper operation of this system.

CBP may elect to conduct a site survey depending upon the complexity of the automated data processing (ADP) equipment at the location. CBP will review its findings with the CESO, such as the requirements for the ADP infrastructure, dedicated electrical requirements, layout of the equipment, and the installation schedule. CBP requires at least a 120-day lead-time to provide the equipment and dedicated data circuit at the facility after funds are received from the CESO. CBP will solely control the installation, maintenance, usage, and troubleshooting of all ADP equipment related matters.

#### **COMMERCIAL PROCESSING/ADMINISTRATIVE SUPPORT COMPUTER SYSTEM**

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The Commercial Processing/Administrative Support Computer System is normally confined to the CBP office areas. The hardware is housed in the CBP LAN/Telco room. The installation of proper cabling is important in all offices. The installation of proper cabling and dedicated conduit is significant in open office configurations that need floor conduits for the preservation of CBP personnel safety. When desks and officer workstations are not located adjacent to a convenient wall surface the floor jacks/TED boxes must be located to avoid CBP personnel's need to walk-on top of the boxes. The CBP wiring standard for each desk or workstation location is one (1) voice drops, two (2) data drop, and two (2) 120 VAC, 6-8 AMP quadraplex electrical outlet in addition, the CESO must provide one (1) data drop and one (1) 120 VAC duplex electrical outlet for each LAN/host addressable printer, and one (1) Voice drops and two (2) 120 VAC duplex electrical outlet for each FAX machine. Private offices should have a minimum of two (2) data drops and one (1) voice drop and to permit alternate furniture placement. The CBP OA PM will assist the CESO in planning to support both the commercial processing and administrative computer systems so that sufficient cabling and adequate power is provided to the LAN Topology.

**LOCAL AREA NETWORK TOPOLOGY**

Ethernet LANs are supported at CBP locations. The current CBP LAN standard is Gigabit Ethernet (1000BASE-T). The CBP LAN/Voice cabling standard is (UTP) Category-6A cabling. The final decision regarding cabling topology will be provided to the CESO by CBP OA PM during facility planning. These configurations, as previously noted, facilitate cargo processing and support office automation. The users on the LAN will have access to the CBP mainframe applications, multiple databases, development tools, word processing, automated spreadsheets, and other applications. The data and phone lines needed by personnel using these networks will be obtained by the CESO who will provide the appropriate wiring and necessary conduit to support the current and future requirements of this application.

**VOICE COMMUNICATIONS SYSTEMS**

The CESO shall be responsible for the procurement, installation, and maintenance of a voice communication system which will include a voicemail system. The CESO shall coordinate with the CBP QA PM to determine the required feature/functions and quantity of telephone sets in support of the CBP operation. The CESO shall order the necessary voice services (trunk lines, POTS lines, etc.). The CESO shall be responsible for the monthly recurring carrier services costs of such services. Telephone services shall be configured based on CBP requirements (fax lines, modem lines, direct dial numbers, etc.) in support of the overall CBP operation. The CESO shall coordinate with the CBP OA PM to determine the proper quantity of telephone services to be ordered. All designs, specifications and planning are to be approved by CBP prior to any orders. CBP shall provide final decisions regarding CBP facility needs as they relate to these specifications.

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**CABLING REQUIREMENTS**

Typical LAN/Telco rooms layouts are based on the equipment housed in the room and can vary from facility to facility. CBP prefers to use AMP ACO products for its data and voice terminations but will accept AT&T premise distribution products or equal as a suitable alternative. CBP will make all final decisions regarding cabling specifications and system design. Conduit between buildings is the responsibility of the CES.

**INSTALLATION REQUIREMENTS**

The following are the installation requirements:

- Cabling for wireless access points should be balanced twisted-pair, category 6A or higher, as specified in ANSI/TIA-568-C.2, or two-fiber multimode optical fiber cable, OM3 or higher, as specified in ANSI/TIA-568-C.3
- UTP Category-6A cable shall be terminated with appropriate Category-6A data/voice jacks and patch panels. The present wiring standard is AT&T 568B with female RJ45 interfaces on both ends. All wire terminations, in the proper computer rooms, shall be on the AMP rack mountable ACO patch panels (PIN 556701-2) using ACO kits (PIN 555600-1).
- Data inserts for the kits shall be female RJ45 Category-6A rated (AMP PIN 557258-1). The Equivalent AT&T parts numbers are 1100CAT6-24, 48, 64, or 96 for patch panels and M100CH-112, 8-pos, 8-conductor, EIA/TIA T5668B inserts for workstations. All terminations shall meet the TSB-40 specifications.
- Terminate cable with appropriate Category 6A, 568B parts. All wiring terminations in the LAN/Telco room(s) shall be on rack mountable patch panels. Kit data inserts shall be female RJ45 Category 6A, 568B rated. All terminations must meet the TSB-40 specification.
- All cabling shall be correctly labeled at both ends and certified tested to conform to industry accepted four-way testing of cable runs. CBP shall be present at pulls.
- All cables shall be home-run from a central, convenient termination point, normally the secure CBP LAN/Telco rooms located in the administrative office complex. This room has special construction standards to prevent unauthorized access or accidental tampering with the cabling or LAN/Telco equipment. OIT will furnish specific LAN/Telco room construction specifications for each facility. CBP shall be present at all cable pulls.
- The length of UTP cable from the central termination point to the workstation cannot exceed 300 linear feet, including patch cables. In cases where this limitation has been exceeded, fiber optic cable (specifications to be determined by distance from MDF) shall be run to extend the limitation. The CESO must provide the space used to house

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remote equipment and furnish and install the fiber optic cable. When used, fiber optic cable shall be terminated with LC style connectors.

- CBP shall approve all cabling specifications and parts during facility planning. Dimensions of computer rooms will be based on the number of users at site and equipment housed within the room.
- It is the CESO's responsibility to assure that there is sufficient cabling and secure conduit provided to support the phone and data DEMARK room to the LAN/Telco room(s), and between the LAN/Telco room(s) and the associated closets. OIT will make final decisions regarding facility needs as they relate to these specifications. CBP shall be present at all pulls.
- Where dedicated conduit is provided, it shall be sized to accommodate a projected 25% growth.

**POWER REQUIREMENTS**

The CESO shall provide a back-up generator or Uninterruptible Power Supply (UPS) sized to support the initial power load of all LAN equipment and telecommunications systems in the CBP computer/communications rooms. The system shall provide at least a 4-hour backup at 50% load.

**LAN/TELCO ROOMS**

Data processing and telecommunications equipment shall be co-located in the LAN/Telco room. Any CESO information systems collocated within LAN/Telco room shall be physically segregated from CBP information systems. The LAN/Telco room shall have dedicated power panel feed from the facility UPS/Generator. Dedicated 120-volt AC, 20 and 30-ampere outlets shall be run from the LAN/Telco room power panel as required. The number of outlets required, and circuit ratings will depend on the equipment that will be installed in the room. CBP will furnish their respective requirements for the LAN/Telco room(s) during project planning. If the worksite has a second floor, then a second LAN closet or Intermediate Distribution Frame (IDF) is required on the second floor. Additional IDF(s) may be required at larger facilities. Each IDF shall be in close proximity of the end user. The cabling distance between IDF and end user shall be no longer than 300 ft.

**FACILITY REQUIREMENTS**

The CESO is responsible for either the funding or the purchase of the following listed equipment, cabling, monthly recurring costs (MRC), and Out Year Costs (OYC), as discussed in this attachment, at no cost to the Government. For equipment, installation and MRC costs identified below, which requires CBP to procure, receive, install, and maintain; but is funded by the CESO, the CES operator will be required to sign a memorandum of agreement to reimburse CBP for the procured items necessary for the operation of the CES.

**Cabling:**

- CAT 6A data and voice cabling



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- CAT 6A data and voice termination jacks
- Data and voice structured relay racks
- Data and voice patch panels
- Fiber and copper patch cords

**IT Data Equipment:**

- UPS(s)
- Network Switches
- Server
- Wireless Access Point(s) (WAP)
- Wireless Controllers
- Special wiring provisions
- KVM Switch
- Printers, both networked and personal
- Scanners
- Tablets
- Computers' amount of memory (RAM) will be at least 32 gigabytes.
- Provide replacement parts for and/or replacements for faulty equipment.
- Provide upgrades to equipment every two years or as CBP deems necessary.

**IT Data Circuits:**

- Two (2) 100 Mbps data circuits, running simultaneously to serve as backup to the other in case of failure of one circuit. These two (2) circuits will include two (2) network routers.
- Associated with these two (2) 100 Mbps circuits and two (2) routers are non-recurring costs (NRC) and monthly recurring costs (MRC).
- Provide upgrades to network circuits as CBP deems necessary.

**IT Voice Communications:**

- Digital voice trunk(s) with associated NRC and MRC
- Digital phone sets
- Phone system with internal group voice mail capability and accessibility

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**Characteristics and Minimum Requirements**

**CES APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

Applicants are advised that all materials submitted in the application process become the property of U.S. Customs and Border Protection (CBP). All information included in the CES application can and/or will be subject to review, investigation, and verification. Application information will be utilized as a decision support mechanism for the evaluation and selection process. Incomplete applications may not be considered.

Applicants are required to complete the following application in full. Any questions that are not applicable must be marked N/ A. The number zero (0) should be entered into all appropriate blanks. Applicants may provide additional information and/or attachment(s). As indicated in the Public Bulletin, applicants are required to submit the following documentation:

- A copy of the custodial bond, or a completed CBP FORM 301;
- Provide the identity of the applicant and type of business entity, e.g., corporation, partnership, sole proprietorship, or other legal identification of the proposed CES operator;
- **Corporations** must provide a certified extract of the articles of incorporation;
- **Partnerships** must provide a signed copy of the partnership agreement;
- **Fictitious names** - if the applicant is conducting business under a fictitious name, then clearly state and provide a copy of the fictitious name filing;
- **Sole Proprietors** must identify themselves as such;
- A complete proposed fee schedule comparable to existing fees charged for similar services in the area to be serviced by the CES as is required by 19 CFR 118.11(c) "Application to Establish a CES";
- Provide a current list of all persons who have direct or indirect financial interest in the proposed CES operation, all officers and managing officials of the proposed facility. The list must provide the following information: names, position, home address, date of birth, social security number, place of birth, and Alien Registration Number or place and date of naturalization;
- Provide a list of all employees involved in the CES operation, setting forth their names, dates of birth, and social security numbers. Providing social security numbers is voluntary; however, failure to provide the numbers may hinder the investigation process;

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- Provide an "Authorization for Release of Information" (Attachment 2). The submission of this release is voluntary; however, failure to provide the "Authorization" may hinder the investigation process;
- Provide the fingerprints of all persons who have direct or indirect financial interest in the proposed CES operation, all officers and managing officials of the proposed facility;
- Provide a detailed floor plan with square footages of the proposed area that will be dedicated to the CES operation indicating bay doors, workspace, office space, parking space, exterior features, staging area, and security features, etc.;
- Provide a detailed explanation of the means and methods by which the information as outlined in the application (see number three (3) and four (4)) will be provided to CBP prior to the employment of any individual who will be coming in contact with and/or handling any merchandise under CBP control and/or will be allowed access to any CBP restricted areas within the CES. If contracted personnel, including any casual or temporary labor, are utilized within the CES, the same requisites apply;
- Provide written notification to the Port Director within 10 calendar days of learning that the proposed CES operator, or any officer, managing official, or a person the Port Director determines is exercising substantial ownership or control over such operator or officer, is indicted for, convicted of, or has committed acts which would constitute a felony, a misdemeanor involving theft, or a theft-connected crime.

**Applicants should consider only space/facilities solely devoted to the CES operation when answering the questions below;**

1. Does the application package contain the name and address of the facility to be operated as the CES, the names of all principals or corporate officers, persons having direct or indirect financial interest in the proposed CES operation, and the name and telephone number of an individual to be contacted for further information? ..... YES ☐ NO ☐
2. Does the application package contain a list of all principal employees involved in the CES operation, setting forth their full names, dates of birth, and social security numbers?  
(Providing social security numbers is voluntary; however, failure to provide the numbers may hinder the investigation process ..... YES ☐ NO ☐
3. Does the application package contain a description of the accessibility of the proposed CES within the designated area of consideration and a floor plan of the facility actually dedicated to the CES operation indicating bay doors, office space, exterior features, security features, staging and workspace?..... YES ☐ NO ☐
4. Is a proposed fee schedule with comparable charges included clearly indicating what the applicant proposes to charge for each type of service? ..... YES ☐ NO ☐

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5. Does the application package include a copy of an approved custodial bond on CBP Form 301? . . . . . YES ☐ NO ☐
6. Is the applicant fully aware of the requirements of Executive Order 12989, dated February 13, 1996, particularly with Sections I(a) and (b), which pertain to the unlawful employment of aliens and to the anti-discrimination requirements of the Immigration and Nationality Act, and of any other applicable law? . . . . . YES ☐ NO ☐
7. Is the applicant fully aware of the ruling that the Department of Labor has issued advising CBP that CES facilities are subject to the Service Contract Act (SCA) of 1965, as amended and the requirements therein? . . . . . YES ☐ NO ☐

**Minimum Requirements**

As outlined in the minimum requirements attachment of the Public Bulletin, the below listed criteria are the minimum standards for the operational and the facility characteristics that must be present to be considered for designation as a CES operator. **Failure to meet any of the minimum standards will preclude the applicant from further consideration.** Applicants must verify the following:

**1. CES Operational and Facility Characteristics**

The applicant has the ability to, can ensure, and/or can provide:

- Provide service and use of the facility based upon the needs of CBP which may include a second shift and/or weekend work on a 24-hour basis . . . . . YES ☐ NO ☐
- Provide a professionally installed, working alarm system capable of monitoring all CBP designated areas and all entrances. . . . . YES ☐ NO ☐
- Provide controlled/restricted access to all CBP designated areas from the public and/or unauthorized personnel by using picture identification cards for all CES employees and badges for all visitors/contractors. . . . . YES ☐ NO ☐
- Provide adequate number of perimeter Closed Circuit Television (CCTV) cameras at critical areas throughout CES facility. . . . . YES ☐ NO ☐
- Provide security personnel on a 7-day, 24-hour basis to view CESO controlled CCTV cameras, guard yard entrance, and provide roving patrols of entire facility. . . . . YES ☐ NO ☐

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- Provide TV monitors for CBP personnel to view the security cameras. .... YES ☐ NO ☐
- Meet the access control requirements as set forth in the latest Physical Security Policies and Procedures Handbook. .... YES ☐ NO ☐  
Provide online tracking/availability system for bonded cargo movement ..... YES ☐ NO ☐
- Provide sufficient illumination in the examination area that will meet safety considerations and examination requirements: ..... YES ☐ NO ☐  
Ensure that fumigation services are not allowed in or near the CES facility.... YES ☐ NO ☐
- Able to fund all costs associated with the acquisition and/or relocation of all office equipment and furniture.  
..... YES ☐ NO ☐
- Ensure the facility designated as a CES is in accordance with "Physical Security Standards for CBP Bonded Facilities" ..... YES ☐ NO ☐

Ensure that the facility fully complies with the Occupational Safety and Health Act (OSHA) including:

- First-aid program. .... YES ☐ NO ☐
- Safety and Health training program. .... YES ☐ NO ☐
- Hazard Communication plan..... YES ☐ NO ☐
- Emergency Action Plan. .... YES ☐ NO ☐
- Fire Prevention Plan. .... YES ☐ NO ☐
- Ensure there are handicap ramps to all CBP entrances exits. .... YES ☐ NO ☐
- Provide an elevator within the CES facility if there is a second floor to be used by CBP  
..... YES ☐ NO ☐
- Ensure the proposed facility is located within the area of consideration as outlined in the Public Bulletin. .... YES ☐ NO ☐

**2. Cargo Transportation**

The applicant has the ability to, can ensure, and/or can provide:

- Ability to transport cargo to and from the airport warehouse area to the CES in a timely, expeditious, and secure manner. .... YES ☐ NO ☐
- Provide resources to adequately and legally transport cargo on a regular and recurring basis. .... YES ☐ NO ☐

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- Provide transportation of high-risk cargo, to include special transport on short notice and/or after normal operating hours ..... YES ☐ NO ☐
- Ability to deliver/present designated cargo to CBP for inspection within 24 hours after cargo availability. .... YES ☐ NO ☐

**3. Environmental Compliance**

- Is the applicant fully aware of the environmental compliance requirements: .YES ☐ NO ☐

**4. Cargo Bay Doors**

The applicant has the ability to, can ensure, and/or can provide:

- Ensure cargo door entrances are the same height as the dock. If not, then specialized equipment must be present to ensure that devanning/reloading of cargo is completed in an efficient manner  
..... YES ☐ NO ☐
- Provide electrical outlets at every second bay doors within the CES area: .... YES ☐ NO ☐

**5. Floor Space/Cargo Devanning**

The applicant has the ability to, can ensure, and/or can provide:

- Ensure that cargo is repacked in the same manner in which it was originally packed.  
..... YES ☐ NO ☐
- Provide the minimum required cargo staging area, dedicated full-time for CES operations regardless of workload for CBP at the CES. .... YES ☐ NO ☐
- Ensure cargo is staged in a straight line. ....YES ☐ NO ☐
- Ensure cargo is staged no higher than 4 feet high (depending on characteristics of the cargo, for example, large crates). .... YES ☐ NO ☐
- Ensure cargo is staged with a minimum of 6 feet of open floor space on either side. .... YES ☐ NO ☐
- Provide required worktables for examinations ..... YES ☐ NO ☐

**6. Cargo Detention Storage**

The applicant has the ability to, can ensure, and/or can provide:

- Provide an area specifically designated and separately enclosed for detained merchandise.....YES ☐ NO ☐

**7. CBP Office Space**

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The applicant has the ability to, can ensure, and/or can provide:

- Provide secure office space subject to security controls (i.e., intrusion alarms, access control at all entrances that default to coded cipher locks in event of an emergency, coded cipher locks) on all doors with warehouse access, etc.  
..... YES ☐ NO ☐
- Provide the minimum required workstations/cubicles (256 sq. ft.) and accompanying computers, printers, phones, and scanners  
..... YES ☐ NO ☐
- Provide the minimum required private offices (150 sq. ft.) ..... YES ☐ NO ☐
- Provide the minimum require General Storage Space (50 sq. ft.)..... YES ☐ NO ☐

**8. CBP Parking Space**

The applicant has the ability to, can ensure, and/or can provide:

- Provide a secured dedicated fenced CBP parking area with controlled access which is subject to security controls on a 24-hr, 7-day basis: .....YES ☐ NO ☐
- Provide the minimum required number of vehicle parking spaces:
  - POV: (20ft L x 10ft W)..... YES ☐ NO ☐
  - GOV: (20ft L x 10ft W) ..... YES ☐ NO ☐

**9. LAN/Telecommunications Room**

The applicant has the ability to, can ensure, and/or can provide:

- Provide all the minimum required ADP equipment and cabling equipment needed to run the CES. .... YES ☐ NO ☐
- Ensure wireless technology infrastructure capabilities, data processing and telecommunications requirements are met as per the minimum requirement..... YES ☐ NO ☐

**10. NII**

The applicant understands they are responsible for:

- Funding costs associated with the acquisition, relocation, staging, transport, training, and maintenance of all NII equipment..... YES ☐ NO ☐

**11. Kitchen/Break Room**

The applicant has the ability to, can ensure, and/or can provide:

- Provide a kitchen/break room area including tables and chairs for the minimum required people..... YES ☐ NO ☐
- Provide a sink with hot and cold running water ..... YES ☐ NO ☐

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- Provide kitchen appliances such as refrigerators, microwaves, toasters ..... YES ☐ NO ☐
- Ensure the kitchen/break room is stocked with paper towels, toilet paper, and maintained by the custodial staff on a daily basis ..... YES ☐ NO ☐

**12. Sanitary Facilities**

The applicant has the ability to, can ensure, and/or can provide:

- Provide sanitary facilities that comply with the State of Illinois plumbing code and other applicable codes, for the minimum number of employees assigned to this facility.....YES ☐ NO ☐
- Provide a sufficient number of male and female sanitary facilities dedicated for CBP employees. .... YES ☐ NO ☐
- Ensure the sanitary facilities are stocked with sanitary amenities (i.e. soap, toilet paper, paper towels, mirrors, medicine cabinet, seat covers, female receptacles, etc.) .....YES ☐ NO ☐

**13. Maintenance Services**

The applicant has the ability to, can ensure, and/or can provide regular maintenance services:

- Trash pick-up minimum once a day ..... YES ☐ NO ☐
- Kitchen/Break room area cleaning services..... YES ☐ NO ☐
- Minimum once a day ..... YES ☐ NO ☐
- Bathroom cleaning services..... YES ☐ NO ☐
- Minimum once a day..... YES ☐ NO ☐
- Office cleaning services..... YES ☐ NO ☐
- Minimum of every other day ..... YES ☐ NO ☐
- Window, carpet, vent and/or other major cleaning Bi-annually ..... YES ☐ NO ☐
- Exterminator/Pest Control Monthly ..... YES ☐ NO ☐
- Painting, window, carpet, vent and/or other major cleaning Bi-annually..... YES ☐ NO ☐

Ensure office space is highly resistant and/or impenetrable to vermin and/or pest infestation/access from the walls, ceilings, and door..... YES ☐ NO ☐

Provide a regular exterminator/pest control program, preferably monthly..... YES ☐ NO ☐

**14. Secure Tool Storage and Work Space Area**

The applicant has the ability to, can ensure, and/or can provide:

- Provide a secure general storage area adjacent to the CBP office space that will adequately and securely house a wide array of tools and specialized inspection equipment. .... YES ☐ NO ☐
- Provide a dedicated workbench and shelving for various types of tools..... YES ☐ NO ☐



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**15. CBP Space**

The applicant has the ability to, can ensure, and/or can provide:

- Provide the minimum size required Public Reception Room. .... YES ☐ NO ☐
- Provide the minimum size required General Storage Room. ....YES ☐ NO ☐
- Provide the minimum size required Personal Protective Equipment storage.  
.....YES ☐ NO ☐

**16. CES Facility Backup Power**

The applicant has the ability to, can ensure, and/or can provide:

- Ensure that the CBS facility has electrical "Backup Power" of 150% capacity.  
..... YES ☐ NO ☐

**17. Identity and Operational Signage**

The applicant has the ability to, can ensure, and/or can provide

- The CBS facility must have official CBP identity signage that properly identifies CBP's presence at a location.  
..... YES ☐ NO ☐

Certification

I certify that the information provided in this Application and attachments is true and accurate.

---

Signature      Name (Print or Type)