

U.S. CUSTOMS AND BORDER PROTECTION
Department of Homeland Security
HOUSTON-GALVESTON SEAPORT

PUBLIC INFORMATION NOTICE

DATE: 04/03/2025	NUMBER: 25-001	FOR FURTHER INFORMATION CALL: Chief CBPO Gammon at (713) 454-8002
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SUBJECT: Centralized Examination Station Solicitation - Port of Houston/Galveston

In accordance with the provisions in Title 19, Part 118 of the Code of Federal Regulations (CFR), the Area Port of Houston/Galveston Seaport is announcing the solicitation for bids to operate a Centralized Examination Station (CES) in the Houston/Galveston Seaport area. One or more applicants may be selected from this solicitation.

This solicitation for applicants is necessary in order to ensure that U.S. Customs and Border Protection (CBP) and the trade community are afforded the most cost effective and highest quality of service from a CES. The number of Centralized Examination Stations serving the Houston/Galveston Seaports may increase as a result of this solicitation.

Applications will be accepted only in response to this notice and must be received within 60 calendar days of the date of its issuance. The public is invited to submit any relevant written comments as to whether a CES should be established, or whether there is still a need for a CES. Public comments must be received within 30 calendar days of the date on this notice.

APPLICATION

All interested applicants must submit the attached CES Application Form (Appendix A) and Fee Schedule (Appendix B) to the Area Port Director, Houston/Galveston Texas.

If applicable, applicants must submit a corporate resolution authorizing the signatory to act on behalf of the corporation.

Applications found to be incomplete or received after the closing date will not be considered.

If the selection and written agreement were obtained through fraud or the misstatement of a material fact, remedies under 19 CFR 118.21 will be pursued.

DISCLAIMER: This information has been prepared for your convenience by the U.S. Customs and Border Protection officers at the Port of Houston/Galveston. This material is intended to provide guidance. Recognizing that many complicated factors are involved in CBP matters, an importer may wish to obtain a binding ruling under 19 CFR Part 177. Reliance solely on this information may not be considered reasonable care. Importers are referred to Treasury Decision 97-96, which was published in the Federal Register of December 4, 1997, and in the Customs Bulletin of December 17, 1997, for in-depth information on the concept of reasonable care.

*Vigilance * Service * Integrity*

The following are the **minimum elements** to be included in your application:

1. The name and address of the facility; the names of all principals or corporate officers; the name and telephone number of an individual to be contacted for further information;
2. A description of the site's accessibility and floor plan of the facility specifically dedicated to the CES operation, including;
 - Bay doors
 - Office space
 - Exterior features
 - Staging and workspace
 - Security features

Where a significant capital expenditure would be required in order for an existing facility to meet security, physical or equipment requirements necessary for the CES operation, the applicant may request in the application time to conform the facility to such requirements;

3. Fee structure that clearly shows what the operator will charge for each type of service provided;
4. A detailed list of equipment, which shows that the operator can make a diverse variety of cargo available for examination in an efficient and timely manner;
5. A copy of an approved custodial bond on a valid CBP Form 301. (If the operator does not possess such a bond, a complete d CBP Form 301 must be included with the application for approval, as a prerequisite to selection);
6. A list of all employees, including date of birth and social security number. Providing social security numbers is voluntary; however, failure to provide the number may hinder the investigation process;
7. Information to show the operator's experience in international cargo operations and knowledge of CBP regulations and procedures; and
8. Any information that relates to business activities or relationships which may involve other CBP activities that the port director would consider essential to the selection process.

WAREHOUSE SPACE

1. There should be cargo doors dedicated to the CES operation to enable continued stripping / examination / re-stuffing operations while one or more doors are occupied by enforcement (100%) Landed Quantity Verification (LQV) examinations. Each cargo door should have sufficient space behind it to allow for the complete offloading and examination of cargo.
2. The warehouse area should have adequate ventilation; to include cooling fans for summer and heat for winter.

3. Lighting level in the examination area should be equivalent to normal office lighting to facilitate examinations and provide safety. Each cargo door should be equipped with lighting to illuminate inside the containers.
4. A covered dock should provide access to the cargo doors with stairs at each end of the facility.
5. Warehouse floors should be of a non-slip construction for safety purposes.
6. A security cage should be provided adjacent to the work area. Fencing for the cage must extend floor to ceiling, or it must be fitted with a roof. The doors to the cage must be wide enough to allow for the use of forklifts.
7. The CES area must be clearly marked and dedicated for CES examinations only. It must remain free of other cargo, equipment, supplies, or anything which might hinder CES operations.
8. Scheduled maintenance/cleaning of the warehouse should be provided to keep the area free of trash and debris.
9. Open space with appropriate electrical accommodations for a Mobile X-Ray Van.
10. Bids with refrigerated inspection areas will receive a higher score toward the rating of their application.

OUTSIDE SPACE

1. A fenced and paved container yard with controlled access meeting security standards must be provided for the storage of containers awaiting examination or pick-up. Tractors must be provided to shuttle these containers to and from the CES examination area.
2. Outside lighting must meet CBP security standards. Adequate and secure parking will be provided to Government employees servicing the facility.
3. Open space with appropriate electrical accommodations for a Mobile X-Ray Van. (Dependent on weather conditions, the van may need to be staged in the warehouse.)
4. The facility must be equipped with electrical hook-ups to store reefer containers.

OFFICE SPACE

1. Adequate office space must be provided for all officers and Agriculture Specialists to include other Government agencies as needed. Office space should include space for computer terminals, support equipment, data terminals, and shredders.
2. The CBP Supervisor assigned to the facility should be provided separate office within the CBP office area.
3. Space should include sanitary facilities.
4. Minimum cleaning services within the CBP office area shall be provided twice weekly.
5. There should be a public access area adjacent to the CBP office with connecting windows and mailboxes for passing paperwork.

OPERATING AGREEMENT WITH CES OPERATOR:

The applicant(s) tentatively selected to operate a CES must sign a written agreement with CBP before commencing operations. Failure to execute a written agreement with CBP in a timely manner will result in the revocation of the applicant's tentative selection and may result in the tentative selection of another applicant or issuance of a new notice soliciting applicants.

In addition to the provisions described elsewhere in 19 CFR 118.3, the agreement will specify the duration of the authority to operate the CES. That duration will not be less than three years nor more than five years. Operating Agreements cannot be transferred, sold, inherited or conveyed in any manner. Any change to the CES location as identified in the written agreement will void the CES agreement. At the expiration of the agreement, an operator wishing to reapply may do so, but the application will be reviewed de novo. A sample Operating Agreement is attached to this notice. (Appendix E).

Selected operators will be required to complete and sign this agreement. Selected operators agree to maintain the facility designated as the CES in conformity with the security standards. Specific security standards are outlined in the Security Standards for Bonded Facilities (Appendix C) and the in Centralized Examination Station (CES) Operational and Facility Characteristics and Minimum Requirements. (Please see Appendix D, Section VII. and Section IX.)

Applications to operate a CES with all required and pertinent data should be submitted to:

Houston/Galveston Seaport
ATTN: (A) Port Director Roger Baranski
U.S. Customs and Border Protection
7141 Office City Drive Houston, Texas 77087

Questions on this solicitation should be referred to Chief CBPO Gammon at (713) 454-8002.

Roger Baranski
Area Port Director
Houston/Galveston Seaport

Appendices:

Appendix A - Application Appendix B - CES Fee Schedule

Appendix C - Physical Security Guidelines for CBP Bonded Facilities

Appendix D - Operational and Facility Characteristic and Minimum Requirements Appendix E - Sample Operating Agreement

APPENDIX A

CENTRALIZED EXAMINATION STATION APPLICATION

PORT OF HOUSTON

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 Centralized Examination Station (CES) application can and/or will be subject to review, investigation, and verification. Any questions that are not applicable must be marked N/A. The number zero should be entered where appropriate. Application information will be utilized for the evaluation and selection process.

Incomplete applications **will not** be considered.

A complete application consists of Appendices A, B and the following documentation:

- The name and address of the facility to be operated as the CES
 - Identification of the applicant and type of business;
 - Corporation - applicant must submit a corporate resolution authorizing the signatory to act on behalf of the corporation;
 - Partnership - applicant must submit a signed copy of the partnership agreement authorizing the signatory to act on behalf of the partnership;
 - Sole proprietors must identify themselves as such.
- The name and telephone numbers of an individual to be contacted for further information;
- A list of all officers and managing officials including all persons who have direct or indirect financial interest in the proposed CES and individuals with access to facility recordkeeping:
 - The list must provide the name, position, home address, date of birth, place of birth, and social security number for each individual. (Providing social security numbers is voluntary; however, failure to provide the number may hinder the investigation process.)
 - If additional information is needed, the port director may require an Alien Registration Number, fingerprints and/or completion of a CBP Form 3078 or like form.
- A list of all employees (who will work in the CES) including name, date of birth, and social security number. Providing social security numbers is voluntary; however, failure to provide the number may hinder the investigation process.
- A copy of the custodial bond, or a completed CBP Form 301; bond amount to be set by the port director.
- A description of the CES's accessibility to the port or other location; and
- A detailed floor plan of the facility dedicated to CES operations showing bay doors, refrigerated areas, secure storage areas, office space, workspace, interior/exterior features and security, permanent physical barriers and cargo staging/holding/examining space.
- Where a significant capital expenditure would be required in order for an existing facility to meet security or other physical or equipment requirements necessary for the CES operation, the applicant may request in the application time to conform the facility to such requirements. The agreement referred to in 19 C.F.R. § 118.3 shall not be executed, in any event, until the facility is conformed to meet the requirement.

- Applicants are encouraged to attach additional information for any requirement in which they exceed minimum standards.

Applications must be submitted to the port director within 60 calendar days from the date of the notice as set forth in 19 CFR § 118.2.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

CES APPLICANT:

ADDRESS:

PHONE:

FAX:

CONTACT PERSON[S]

The facility to be operated as a CES must meet minimum security, physical and equipment requirements and local criteria (if any) identified on the solicitation notice. If significant capital expenditure is required to make an existing facility meet the minimum standards, an applicant may request time to meet such requirements on the last page of the application. If the applicant is tentatively selected to operate a CES, the operating agreement will not be executed until the requirements are met. If the requirements are not met, the tentative selection will be revoked and another applicant may be selected.

This application and the approval to operate a CES that may arise from this application are understood to apply specifically to the location identified above. Any change to the CES location as identified in the written agreement will VOID the CES agreement.

Questions that are not applicable must be marked N/A

Applicants should consider space/facilities devoted solely to the CES operation when answering the questions.

LOCATION

1. Distance from the Port Office: _____ miles
16398 Jacintoport Blvd. Houston, TX 77015
2. Distance from nearest direct ocean/air/rail discharge: _____ miles
3. Distance from major Interstates: _____ miles
4. Please identify the types of cargo the facility is capable of servicing:
 - a. Direct Ocean Cargo only
 - b. Indirect Cargo (truck, etc.) only
 - c. Both Direct and Indirect Cargo

APPLICANT

1. Describe the applicant's familiarity, knowledge and experience in international cargo operations. Indicate the number of years of experience in international cargo. Attach sheet(s) if necessary.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. Is the applicant fully aware of the requirements of Federal Acquisition Regulations (FAR) found in FAR 52.222-1 and 52.222-41 through 52.222-43? **YES NO**
3. Is the applicant fully aware of the requirements of Executive Order 12989, dated February 13, 1996, as amended by Executive Order 13465 dated June 6, 2008 particularly Sections 1(a)-(c), pertaining to the unlawful employment of aliens and anti- discrimination requirements of the Immigration and Nationality Act and of any other applicable laws. 61 Fed. Reg. 6091; 73 Fed. Reg. 33285 **YES NO**

FACILITY

1. Does applicant own the facility? **YES NO**
2. Does the applicant lease the facility? **YES NO**
 - a. If facility is leased, when does the lease expire? _____
 - b. Can the lease be renewed or extended? **YES NO**
 - c. What are the terms of the renewal? _____
3. If the facility is not currently owned or leased, provide information on acquisition and date of occupancy.

4. Is there to be a permanent physical barrier between the CES and other cargo operations? Permanent is to be interpreted as: a structure or barrier not capable of being physically scaled or moved without the use of heavy equipment. **YES NO**
5. Does the CES have an internal or company operated container tracking/availability system capable of providing information on current and past inspections conducted at the CES? **YES NO**
6. Does the facility have a back-up generator? **YES NO**
7. Is the facility's custodial service contracted?
 - a. Length of contract? _____
 - b. Frequency of scheduled service? _____
 - c. Does this include CBP/OGA proposed space? **YES NO**
8. Is a regular program of rodent and pest control maintained for all indoor CES designated areas? **YES NO**

SECURITY AND SAFETY

1. Does the facility meet the physical security standards outlined in Appendix C, "Physical Security Guidelines for CBP Bonded Facilities"; and
a. Physical security requirements for all proposed CBP areas?

	YES	NO
	YES	NO
2. Does the facility have a professionally installed intrusion detection system capable of monitoring all exterior doors and windows?

	YES	NO
--	------------	-----------
3. Does the facility have access control security protections on all doors and windows to the proposed CBP areas?

	YES	NO
--	------------	-----------
4. What is the square footage of the high value security storage area/cage? _____ Sq. Ft.
 - a. Is it permanent?

	YES	NO
--	------------	-----------

Permanent is to be interpreted as: A structure or barrier not capable of being physically scaled, or moved without the use of heavy equipment.
 - b. Does it have adequate lighting and electrical outlets?

	YES	NO
--	------------	-----------
 - c. Does it have an intrusion detection system?

	YES	NO
--	------------	-----------
 - d. Can it store a 40ft container on its trailer?

	YES	NO
--	------------	-----------
5. Will there be access control security protection on all doors and windows to the CES area?

	YES	NO
--	------------	-----------
6. Will there be access control security protection on all doors and windows to the proposed CBP areas?

	YES	NO
--	------------	-----------
7. Can CBP personnel deactivate the intrusion detection system that monitors CBP designated office space and equipment storage areas?

	YES	NO
--	------------	-----------
8. Is the CES subject to security controls (i.e. viewed by CCTV, roving guard patrols, etc.) on a 7 day 24 hour basis?

	YES	NO
--	------------	-----------

List additional security features: _____

9. Is there a manned gatehouse **during** business hours?

	YES	NO
--	------------	-----------

Is there a manned gatehouse **after** regular business hours?

	YES	NO
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10. Does the facility fully comply with the Occupational Safety and Health Act (OSHA) standards? **YES** **NO**
11. Are there eye wash stations and first-aid equipment available for CES personnel and CBP officer(s) use in the inspection area? **YES** **NO**
12. Is the CES staff trained and knowledgeable in the handling of hazardous material/cargo? **YES** **NO**
13. Does the CES provide staff security and threat awareness training? **YES** **NO**
14. Does the CES have?
- a. Hazmat coordinator **YES** **NO**
 - b. Hazmat plan (SOP) **YES** **NO**
 - c. Certified Hazmat handlers **YES** **NO**

FLOOR SPACE, STAGING / EXAMINATION AREA

1. What is the square footage of the CES staging/examination area? _____ Sq. Ft.
2. What is the square footage of the open floor space? _____ Sq. Ft.
For this question open floor space is the area adjacent to the cargo door extending to the area where the cargo is staged for inspection.
3. If a Non-Intrusive Inspection (NII) pallet x-ray is necessary to provide the trade community more effective and efficient service is the applicant willing to pay the cost associated with its relocation? **YES** **NO**
 - a. If needed, what is the square footage of the space that would be dedicated for the NII pallet x-ray? _____ Sq. Ft.
 - b. Are 110 and 220-volt outlets on a dedicated circuit available within this immediate area? **YES** **NO**
4. Is there an access ramp to the examination area large enough to accommodate a full-size van? **YES** **NO**
 - a. Is there a dedicated 220-volt, 30 Amp circuit provided for indoor use by the X-ray van? **YES** **NO**
5. Can the facility accommodate the following types of cargo:
 - a. FCL and LCL freight? **YES** **NO**
 - b. Perishable cargo? **YES** **NO**
 - c. Hanging garment containers? **YES** **NO**
 - d. Scrap metal (including loose loads)? **YES** **NO**
 - e. Containerized vehicle shipments? **YES** **NO**

CARGO DOORS

1. The number of cargo doors/bays is interpreted as the number of containers that can be worked simultaneously at each entrance and dedicated full time for CES operations. For example, if a facility has four large entrances and three containers can be worked at each entrance, the total cargo doors would be 12 (4 entrances x 3 containers).
What is the total number of cargo bay doors dedicated to the CES? _____
2. If necessary, can this number be increased? **YES** **NO**
3. How many of the CES cargo doors have refrigerated container hookups? _____
4. Are electrical outlets available at a minimum of every third cargo door or container?

YES **NO**

a. If more than minimum, please note if outlets are located at every, or every other door.

5. Is there lighting suitable for illuminating the interior of a container at each cargo door?

YES **NO**

LABOR

1. What system of identification is used for CES employees? (e.g. CES facility-controlled ID card, picture ID, plastic badge, etc.)

Please describe: _____

2. Is the labor force comprised of permanent employees? **YES** **NO**

3. Is the labor force comprised of part-time employees? **YES** **NO**

4. Will any portion of the labor force be comprised of day laborers? **YES** **NO**

5. During what hours will labor be available Monday through Friday? _____

6. Will labor be available outside of the hours listed above if notice is given? **YES** **NO**

a. How much notice is needed? _____

7. Can applicant accommodate fluctuations in the CES workload? **YES** **NO**
If "yes" please describe how this will be accomplished.

CBP Office Space and Parking

Ft.

1. What is the square footage of the proposed CBP office space? _____ Sq.

2. What is the square footage of the proposed CBP supervisor(s) office space?
_____ Sq. Ft.

3. Are CBP designated areas controlled/restricted from the public or other personnel?

YES **NO**

4. When can CBP access the office space/equipment storage areas within the CES?

5. Does the CBP office space have phone lines? **YES** **NO**

6. Is the CBP office space adjacent to the CES staff/office clerks?

7. Is the CBP office space

adjacent to the CES inspection area? **YES** **NO**

YES **NO**

a. Does the office space allow for an unobstructed view into the CES inspection area?

YES **NO**

b. Are the windows shatter resistant glass? **YES** **NO**

8. Is there a reception area with floor secured seating and a counter area? **YES**

NO

9. Is there a potable water supply with hot and cold water at all sinks? **YES**

NO

10. Are there separate male and female restroom facilities exclusively for CBP use?

YES **NO**

a. At least one shower stall in each exclusively for CBP use? **YES** **NO**

YES **NO**

b. Are lockers available?

11. Indicate if any of the following will be provided:

YES **NO**

a. break/lunch room **YES** **NO**

b. furniture, desks, computers (Windows 11 compatible), phones, etc. **YES** **NO**

c. separate, secure communications room for CBP LAN **YES** **NO**

d. CBP controlled computer support room's heat/air condition **YES** **NO**

YES **NO**

e. copy machine

f. facsimile machine

g. CBP LAN equipment

12. How many GOV/POV parking spaces are proposed? _____

a. What type and how much lighting is provided for the proposed parking area(s)? _____

Yes **No**

Yes **No**

Yes **No**

b. Is there separate access to the proposed parking area?

c. Is the parking area adjacent to CBP office space?

d. Is it included in the security controls (i.e. CCTV, roving guard patrols, etc.)?

AGRICULTURE AREA

1. Is there a space dedicated to isolate and securely store merchandise infested with actionable pests? This space must be of airtight construction (for example a functional empty container). **YES NO**

What is the square footage of the storage area for actionable pests? _____ Sq. Ft.

2. Are inspection tables provided in the work area? **YES NO**

How many tables? _____

3. Do inspection tables have a stainless-steel top with light fixtures and electrical outlets? **YES NO**

4. Is there a refrigerator outlet in the Ag Area located adjacent to the stainless-steel counter space? **YES NO**

YARD AREA

1. Is there secure fencing that encloses the areas around cargo storage structures, support buildings and exterior stored cargo? **YES** **NO**
2. Are access control devices used on buildings, gates and equipment storage areas to protect against unauthorized entry? **YES** **NO**
3. What type and how much lighting is provided for:
 - a. Entrances, exits and around gatehouses? _____
 - b. Outside cargo and holding areas? _____
 - c. Fence perimeter? _____
4. Is the yard subject to security controls (e.g., viewed by CCTV, roving guard patrols, etc.) on a 7-day 24 hour basis? **YES** **NO**

List additional security features _____

5. Is the yard area paved with a permanent surface impermeable to rain and with drainage sufficient to prevent the occurrence of standing water? **YES** **NO**
6. How many egress/ingress gates? _____

Are the egress/ingress gates enhanced with the installation of any traffic safety signs and/or devices? **YES** **NO**
7. Do trucks waiting to stage at the CES interfere with internal traffic flow, e.g., block parking spaces? **YES** **NO**
8. How many containers can be held at any time? _____ # of containers
9. How many reefer containers can be plugged in and stored in the yard? _____ # of reefers
10. How many tractors does the CES have for the movement of containers within the yard?

11. Is there a designated holding area for trucks awaiting service? **YES** **NO**

12. Is there space within the yard that can be used for CBP Non-Intrusive imaging vehicles?

a. Is this area free of overhead obstacles such as tree branches, power lines, and light poles?	YES	NO
b. Is this area free from disruption of normal yard operations?	YES	NO
c. Is this area covered?	YES	NO

EQUIPMENT

1. Indicate the number of forklifts available:		
a. Number of forklifts (<5000 lbs)		
b. Number of forklifts (5001-10,000 lbs)		
c. Number of forklifts (>10,001 lbs)	YES	NO
2. Do all forklifts have audible alarms?	YES	NO
a. Do all forklifts have visual alerts/lights?	YES	NO
b. Do all forklifts have operable horns?		
3. Indicate available equipment:		
a. Rug poles	YES	NO
b. Barrel clamps	YES	NO
c. Forklift scale	YES	NO
d. Floor scale		
Maximum Capacity _____ lbs.	YES	NO
e. Equipment to handle vehicles/boats	YES	NO
f. Squeeze clamps	YES	NO
g. Skid/Pallet pullers	YES	NO
h. Additional pallets for stacking	YES	NO
i. Pallet jacks	YES	NO
j. Banding equipment	YES	NO
k. Garment hangers	YES	NO

1. Other bulk loading or specialized equipment:

Provide details: _____

Where a significant capital expenditure would be required in order for an existing facility to meet security or other physical or equipment requirements necessary for the CES operation, 19 C.F.R. 118.11(b) allows for an applicant to request additional time to conform the facility to CBP requirements.

Provide any additional information related to the facility or logistics, including but not limited to, a request for time to conform the facility to CBP requirements.
Attach additional sheets if necessary.

Reminder - The operating agreement shall not be executed, until the facility is conformed to meet the requirements.

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

Name (Print or Type)

Signature

Date

APPENDIX B

CENTRALIZED EXAMINATION STATION FEE SCHEDULE

CES Applicant Name: _____

Applicants must complete this fee schedule. Fees shown herein are those that will be billed to importers, exporters, carriers, or customhouse brokers once this facility is operating as a CES. These fees must be comparable to fees charged for similar services at similar facilities in the local area.

Applicants may report proposed fees for activities in which the applicant is not currently engaged. Fees for full container activities will be rated based on 40 ' containers. Charges or fees deemed excessive outside the rated fee schedule will be considered in the evaluation process. Fees listed herein should apply to all examinations e.g., Commercial Compliance, Trade Enforcement - CET, A-TCET, etc. Applicants are to include any additional charges related to CES operations not specifically listed on the Fee Schedule. Additional information may be submitted on an attachment provided by the applicant.

EXAMINATIONS

FACILITY CHARGE or MINIMUM CHARGE (if any) \$ _____

Indicate in the following chart, those charges that are included or not included in the above FACILITY or MINIMUM CHARGE. If not included, indicate what the additional fee would be:

Activity	Included	Additional	Additional Fee
Gate (Time In And Out)			
Back-In			
Open/Close Doors			
Break Seals/Reseal/Record			
Equipment Usage By CBP			
Documentation/Administration			
Drayage From POD (Point of Discharge) To CES			
Drayage From CES Back To POD			
Drayage From VACIS Back to POD			
Drayage From VACIS To CES			
Special Cargo (perishables, frozen, chemicals, etc.)			

Additional comments:

Centralized Examination Station Rate Schedule

CES Applicant Name: _____

DRAYAGE CHARGES

Activity:	One-way from point of pick-up to CES	Round trip from point of pick-up	Additional Fee, if any
20' Container drayage			
40' Container drayage			
Cost for below if not included:	20' / 40'	20' / 40'	20' / 40'
Overweight drayage on steamship chassis, plus any additional permits, if required.	/	/	/
Overweight drayage on CES operator's chassis, plus any additional permits, if required.	/	/	/
Documentation			
Use of Equipment			

Discount (if any) to importers that dray to CES with their own equipment: \$ _____

Additional comments:

CONTAINER UNLOADING/ RELOADING CHARGES

Description of Services	20' container	40' container
Non-palletized cargo		
Palletized cargo		
Minimum charge - full unload		
Maximum charge - full unload		
Minimum charge,- partial unload		

For possible additional charges, see "Miscellaneous, Special Handling & Services charges".

Additional comments:

Centralized Examination Station Rate Schedule

CES Applicant Name: _____

LCL EXAMINATIONS

LCL (Less than Container Load) Examinations, includes off-loading, reloading and opening / closing for examination. (Does not include garment-on-hanger or special commodities.)

Minimum Charges: \$ _____, **If any**

Package	Rate/Cubic Meter	Rate/1,000 KGM	Rate/Unit (each)
Cartons			
Crates			
Pallets			
Bales			
Drums			
Lift vans			

If the above prices include the opening / closing of a limited number of cartons, crates, bales, drums, lift vans, please specify maximum number allowed (if any) before additional charges will be assessed. For possible additional charges, see "Miscellaneous, Special Handling & Services Charges".

Additional comments:

COMMERCIAL COMPLIANCE & OUTBOUND DEVANNING - Full/Partial

(Does not include garment on hanger or special commodities)

	20' container	40' container
Minimum charge - full		
Maximum charge - full		
Minimum charge - partial		

The following are included, or in addition to the above as indicated:
(Check where appropriate, indicate fee):

Activity:	Included	Additional	Additional Fee, if any
Gate (Time In And Out)			
Back-In			
Photographs			
Break Seals/Reseal/Record			
Strip & Re-stuff			

Centralized Examination Station Rate Schedule

CES Applicant Name: _____

Activity:	Included	Additional	Additional Fee, if any
Inspection Preparation			
Documentation/Administration			
Drayage From POD To CES			
Drayage From CES Back To POD			

The charge for the opening and closing of cartons is included above.

For charges for additional cartons, see "Miscellaneous, Special Handling & Services charges".

Discount (if any) to importers that dray to CES with their own equipment: \$ _____

GARMENTS ON HANGERS <GOID

Minimum Charge	20' / 40' container	/
Maximum Charge	20' / 40' container	/

Unloading & Reloading: weight per piece

0-8 oz.	9-16 oz.	17-32 oz.	33-48 oz.	49-64 oz.	>64 oz.

Sorting: weight per piece

0-8 oz.	9-16 oz.	17-32 oz.	33-48 oz.	49-64 oz.	>64 oz.

Garment on Hanger Note:

If full container, see "Commercial Compliance Devanning" for items included in charge.

If partial container, see "LCL" for items included in charge.

MISCELLANEOUS FEES

Reefer Cargo Storage		
20' / 40' full container WITH gen set	\$ /	day
20' / 40' full container WITHOUT gen set	\$ /	day
Fuel	\$ /	gal
LCL	\$ /	day

Opening & Closing Charge for Examination

(See "Commercial Compliance Devanning" & "LCL" for number included in basic rate)

	carton	crate	Liftvan	bag	bale	drum	pallet
Minimum							
Maximum							

Centralized Examination Station Rate Schedule

CES Applicant Name: _____

MISCELLANEOUS FEES (Continued)

Sorting/Segregation

Labor Cost _____ / per hour _____

Free Time After Release by CBP (indicate days)

40' Full Container	20' Full Container	LCL	40' Reefer Container	20' Reefer Container	LCL Reefer	LCL GOH

Storage Charges Per Day After Free Time

Full Container – Dry Cargo	\$ _____ / day
LCL – Dry Cargo per B/L	\$ _____ / day

Shipment on Government Hold - Storage Fee

On floor in warehouse	\$ _____ / day
In container yard	\$ _____ / day

Describe any Additional Charges (overtime rates, weekend/holiday rates, etc., note O/T rate per labor hour).

Describe any Discounts or Rebates

APPLICANTS SHOULD RETAIN A COPY OF THIS FEE SCHEDULE FOR THEIR REFERENCE DURING INTERVIEW PROCESS.

I certify that the information provided in this Fee Schedule is true and accurate.

Name (Print or Type)

Signature

Date

Appendix C

PHYSICAL SECURITY GUIDELINES FOR CBP BONDED FACILITIES

Insert from the "Bonded Warehouse Manual for Customs and Border Protection Officers and Bonded Warehouse Proprietors" dated January 18, 2012

OBJECTIVE

To provide bonded facility proprietors with guidelines to ensure security of cargo handling facilities and cargos from point of receipt to shipping. It is incumbent upon bonded facility proprietors to develop and implement a sound security plan to demonstrate compliance with security criteria as identified by CBP. Bonded facilities as defined in this guideline are facilities that are used to store and stage international cargo, both bonded and non-bonded cargo, and domestic cargo for export. These facilities include both warehouse and Foreign Trade Zone operations.

APPLICABILITY

A written security plan should apply to all facility employees, visitors, vendors, and outside carriers.

Security Planning and Management

Bonded facility proprietors will establish a security management team with a designated leader accountable to a senior executive. Bonded facility proprietors will develop a security plan and shall review not less than annually all procedures to verify required actions are implemented and effective. Security plans will be kept in a secure location and shared on a "need-to-know" basis with appropriate regulatory officials, employees and customers. Bonded facility proprietors will annually update a list of local, state and federal emergency contacts, local CBP contacts, and local public health official contacts.

THE SECURITY PLAN

Cargo handling and storage facilities must have physical barriers and deterrents that guard against unauthorized access. Bonded facility proprietors should incorporate physical security criteria throughout their facility as applicable.

Alarm Systems and/or Video Surveillance Cameras

Alarm systems and video surveillance cameras should be utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas. Retrieval of recorded activities should be maintained for a reasonable period.

Building Structure

Buildings must be constructed of materials that resist unlawful entry and protect from outside intrusion. The integrity of structures must be maintained by periodic inspection and repair.

Facility Protection Systems

Facility protection systems, such as fire suppression and alarm systems, hazardous gas detection systems, and air scrubbers should be secured and monitored for unauthorized tampering or shut-down by an approved remote alarm company. The integrity of such monitored alarms should be periodically tested.

Yard Security

Perimeter fencing should enclose the area around cargo handling and storage facilities. In the event there is no perimeter fencing, procedural practices to secure the yard from unlawful entry and protection outside intrusion must be documented.

Gates and Gate Houses

Where there are gates through which vehicles and/or personnel enter or exit, they must be manned and/or monitored. The number of gates should be kept to the minimum necessary for proper access and safety.

Lighting:

Adequate lighting must be provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage area, fence lines and parking areas.

Locking Devices and Key Controls

All external and internal windows, gates and fences must be secured with locking devices. Management or security personnel must control the issuance of all locks and keys.

Parking

Private passenger vehicles should be prohibited from parking in or adjacent to cargo handling and storage areas. Visitor parking should be separated from employee and container parking.

Manifesting Procedures

To help ensure the integrity of cargo, procedures must be in place to ensure that information received from business partners is reported accurately and timely.

Physical Access Controls

Access controls prevent unauthorized entry to a facility, maintain control of employees and visitors, and protect company assets. Access controls must include the positive identification of all employees, visitors and vendors at all points of entry. Bonded facility proprietors must establish secured waiting areas where drivers can be identified and allowed limited access for confirmed pickups and deliveries.

Shipping and Receiving

Arriving cargo must be reconciled against information on the cargo manifest. The cargo must be accurately described, and the weights, labels, marks and piece count indicated and verified. Departing cargo must be verified against purchase or delivery orders.

Drivers delivering or receiving cargo must be positively identified before cargo is received or released.

Conveyance Security

The following elements outline a sound conveyance security process:

Procedures for the inspection of conveyance (trailers and containers) prior to loading with the awareness that no hidden compartments could conceal contraband;

Procedures for the inspection of vehicles of conveyance prior to loading to ensure that un-manifested materials are not shipped;

A process is in place for the refusal of vehicles of conveyance if they do not meet internal guidelines;

A process is in place to prevent unauthorized persons from gaining access to empty conveyance vehicles on the site;

A process is in place to prevent unauthorized persons from gaining access to conveyance vehicles which have been loaded and are ready for removal from the site;

A process is in place for approving and certifying transporting materials;

A process is in place for ensuring that only certified carriers have access to material from the site.

Employees Personnel

Security Training and Threat Awareness

A threat awareness program should be established and maintained by security personnel to recognize and foster awareness of the threat posed by terrorists at each point in the supply chain. Employees must be made aware of the procedures the company has in place to address a situation and how to report it. Additional training should be provided to employees in the shipping and receiving areas, as well as those receiving and opening mail. Additionally, specific training should be offered to assist employees in maintaining cargo integrity, recognizing internal conspiracies, and protecting access controls.

Personnel Security/ Background checks/investigations

Processes must be in place to screen prospective employees and to periodically check current employees. An employee identification system must be in place for positive identification and access control purposes. Employees should only be given access to those secure areas needed for the performance of their duties. Company management or security personnel must adequately control the issuance and removal of employees, visitors and vendor identification badges. Bonded facility proprietors must establish procedures for issuing, removing and changing of access devices (e.g., keys, key cards, etc.) and this must be documented.

Pre-Employment Verification

Application information such as employment history and references must be verified prior to employment. To the extent authorized by law, bonded facility proprietors will conduct employment screening, background checks and through interviewing prior to hiring. Employees must be screened via E-Verify to help to ensure that they are authorized to work in the United States.

Personnel Termination Procedures

Bonded facility proprietors must have procedures in place to remove identification, facility and system access of terminated employees.

Education and Awareness Training

The bonded facility proprietor should provide employees with a procedures manual that covers all processes supporting the operation of the warehouse facility.

The bonded facility proprietor should provide periodic internal training programs covering bonded facility activities including the importance of maintaining cargo integrity.

ACCESS CONTROLS

The Security Plan provides a process to positively identify and control the movement of all persons on-site. Everyone on-site is required to have and display a security badge certifying their approval to be on-site.

Visitors

A process implemented to register and account for all non-company employees onto the site (sign in/sign out procedures). Visitors must possess government issued photo identification for documentation purposes upon arrival. Visitors will visibly display temporary identification.

Proper vendor ID and/or photo identification must be presented for documentation purposes upon arrival by all vendors. Arriving packages and mail must be periodically screened before being disseminated.

Challenging and Removing Unauthorized Persons

Procedures must be in place to identify, challenge and address unauthorized unidentified persons.

INFORMATION TECHNOLOGY SECURITY

Password Protection

Automated systems must use individually assigned accounts that require a periodic change of password. In addition, IT security policies, procedures and standards must be in place and provided to employees via training.

Accountability

A system must be in place to identify improper IT access, tampering, or the altering of business data. All system violators must be subject to appropriate disciplinary actions for abuse.

CUSTOMS EVALUATION

A process is in place to verify company legitimacy by confirming contact names, a U.S. Mailing address for the company, references, and verification of phone numbers. Reasonable care should be taken to understand the type of cargo that is arriving at the bonded facilities.

APPENDIX D

Centralized Examination Station (CES) **Operational and Facility Characteristics and Minimum Requirements**

U.S. Department of Labor Compliance

The Department of Labor has advised U.S. Customs and Border Protection (CBP) that CES facilities may be subject to the Service Contract Act (SCA) of 1965, as amended. If so, CES Operator (CESO) compliance is strictly enforced. For further information please contact the Department of Labor.

McNamara-O'Hara Service Contract Act (41 U.S.C.) and Federal Acquisition Regulations (FAR) Compliance

The CES operator is responsible for complying with the McNamara-O'Hara Service Contract Act, 41 U.S.C. § 351, et. seq., where applicable, and the Federal Acquisition Regulations (FAR) found at FAR 52.222-1 and 52.222-41 through 52.222-43. For further information please contact the General Services Agency.

The following criteria are the minimum standards for operational and facility characteristics that must be present to be considered for designation as a CESO. Failure to meet any of the minimum standards will preclude the applicant from further consideration. Additional consideration in the form of a standardized points system will be given to those applicants who exceed the minimum requirements, when added to evaluation criteria.

The CBP Office of Facilities and Asset Management (OFAM) Project Manager (PM) has final approval authority for meeting CBP facility design requirements as these relate to CBP Port operational requirements and will provide official CBP specifications to the CESO as needed.

General Requirements

1. Applicant(s) tentatively selected to operate a CES must sign a written agreement with CBP before commencing operations.
2. CBP will notify the CES Operator (CESO) of shipments designated for a CBP examination. The CESO must cooperate with shipment parties to coordinate movement of these shipments to the CES immediately or within one business day of the receipt of the transfer notification from CBP and release by the carrier/shipping line. These shipments may contain goods destined for importation or exportation.
3. The CESO must be capable of providing "direct release" from the CES to carriers selected by the importers of merchandise inspected and subsequently released by CBP. This capability will be exercised for merchandise present at the CES that is no longer on CBP hold, and for which CBP entry has been filed and released/cleared.
4. The same warehouse may be utilized for both CES examinations and Container Freight Station (CFS) operations; however, the applicant must clearly detail on the application what doors, equipment, floor space, etc., will be dedicated to each of the CES and CFS operations. The same doors, equipment, floor space, etc., cannot be utilized for both operations.
5. An applicant should have an existing operation and a facility with the capability of handling cargo and holding cargo intact. If applicant does not have an existing operation, applicant must provide sufficient information that guarantees the facility will be operational and able to meet

CBP and all contractual requirements by the time the contract is executed.

6. The CES must have a website that is accessible to the public and provides container status updates. The CESO will make container tracking inquiry information available to CBP upon request.
7. The CESO must be willing to exercise discretion when assisting with CBP operations that are sensitive in nature. For example, the CESO may be requested to delay invoicing an importer or exporter for billable services to avoid notification.
8. The CESO is responsible for funding all costs associated with operating a CES, including the acquisition and/or relocation of all inspections and operations support office equipment and furniture, either through direct payment to a CBP-approved vendor or by reimbursement to CBP.
9. The CESO must have on-hand an adequate amount of equipment to move, store, and unload containers and loose-loaded freight, as determined by CBP. This equipment may include chassis, trucks, yard trucks, and fork trucks.
10. The CESO must have adequate personnel – such as truckers, dispatchers, mechanics, administrative personnel, and warehouse labor – to unload, store, and move containers and loose freight, as determined by CBP. Personnel should have adequate experience and knowledge to coordinate the collection and payment of charges to carriers, marine terminals, and other interested parties, as well as familiarity with CBP procedures.
11. The CESO must provide adequate personnel and equipment to ensure reliable and expeditious service for the opening, presentation, and closing of all types of cargo and conveyances designated for examination by CBP. Such service must be provided on a “first come-first served” basis with Front of the Line (FOL) privileges provided to Customs-Trade Partnership Against Terrorism (C-TPAT) members and cargo designated for inspection.
12. The CESO shall maintain or, upon request by CBP, have the capability to expeditiously obtain the services of trained and knowledgeable hazardous material cargo handling personnel.
13. The CESO must ensure the CES facility complies with all applicable federal Occupational Safety and Health Act (OSHA) requirements.
14. Access Control must meet the requirements of Homeland Security Presidential Directive (HSPD) 12 and be a certified system as indicated in Federal Information Processing Standards (FIPS) 201. The provided Intrusion Detection System (IDS) must be capable of being monitored from all angles with networked CCTV system.

Area of Consideration

The proposed facility must be within an approximate 15-mile radius from the Port of Houston/Galveston CBP Office located at 16398 Jacintoport Blvd. Houston, TX 77015. Closer proximity to this location may receive a higher score towards the rating of their application based on the extent to which minimum requirements are exceeded.

Hours of Operation

1. The CESO must be able to provide service and use of the warehouse facility based upon the

needs of CBP. Normal operating hours for CES facilities will be from 8:00 AM – 5:00 PM, Monday through Friday, but hours of operation may be expanded to nights and/or weekends depending upon workload. CBP must be able to access the facility at all times.

2. Based upon the operational needs of CBP, the facility must be available for use on a 7-day, 24-hour basis. CBP will be responsible for advising the CESO when after-hours services will need to be provided. After-hours availability may be required on a regular and recurring basis.

CES Facility Access

1. Access to all CBP-designated office space and equipment storage areas within the CES must be available on a 7-day, 24-hour basis. Specific procedures for this access will be determined on a case-by-case basis following the final determination of the designated CES location.
2. An elevator must be available in any multi-level building occupied by CBP.

Inventory Tracking System

1. The CESO must provide an internal or company operated container 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, bill of lading number, and container number. The CESO will make container tracking inquiry information available to CBP upon request.
2. The CESO must provide monthly statistics on the number of examinations and examination types. The CESO must also provide to CBP monthly statistics of examination cycle times. Cycle time measurements will be based on the carrier-initiated actual vessel arrival date (not the estimated time of arrival) through the CBP examination release date, and on how long unloading and reloading operations took.
3. The CESO must provide a means of effective two-way digital communication between the CBP exam floor and the CBP office space.

Facility Security

1. The facility must have a permanent physical barrier between CES cargo and any other cargo and/or items not specifically under CBP control or assigned to the CBP area by the CESO. "Permanent" means not capable of being moved without the use of heavy equipment and cannot be physically scaled. A five-foot setback will be maintained around all points outside the permanent barrier. If a chain link fence is used, it must include mesh or other material that reduces visibility into the examination area.
2. All areas designated for CBP use must have a professionally installed and monitored intrusion detection system (IDS) separate from the CES's intrusion detection system. Generally, this will be for CBP office space, inspectional areas, designated high security storage, and restricted areas. The system must be capable of monitoring all entrances and potential access points (through hard point, motion detector, or any other means of effective coverage as approved by CBP) to include windows, bay doors, and roof access hatches. At a minimum, the system shall have passive infrared volumetric sensors (microwave sensors are not acceptable), door contact switches, and glass break sensors (where applicable). An Uninterruptible Power Supply (UPS) with emergency backup and an alternative method of communication with the monitoring station (wireless phone

link or additional analog/digital telephone line) are required. The system shall be monitored on a 24-hour basis. A keypad disable control shall be located inside each partitioned zone adjacent to the entry door. Only CBP personnel will be able to directly deactivate the IDS for the CBP-designated spaces.

3. The CESO must provide CBP with a Closed-Circuit Television (CCTV) system, accessible only by CBP employees, for the purposes of surveillance and assessment. The CCTV system will utilize a combination of fixed and Pan/Tilt/Zoom cameras and connect to a color Digital Video Recording system with a minimum of 30-day continuous recording and retention period. The system shall permit remote viewing capability for accessing and monitoring all of the CBP areas 24 hours daily, 7 days weekly. A UPS and/or back-up generator will be provided to ensure power to the system in the event of a municipal power failure. The CCTV system must be accessible to CBP at all times.
4. The CESO must provide CBP with an Access Control System (ACS) that meets the requirements of Homeland Security Presidential Directive (HSPD)-12 and Federal Information Processing Standard (FIPS) 201. Only HSPD-12 and FIPS 201 compliant electronic monitoring and control systems, with card and numeric keypad or biometric identification technology/GSA Schedule 70 products and service components will be used to supervise the use of identifying badges. Remotely controlled electronic or magnetic locking devices, door status sensors, or other electronic devices that allow access to authorized persons only shall be provided. Entry into a CBP designated secure area shall be controlled by card reader or numeric keypad/biometric reader. Entry shall require the presentation of valid identifying information authorized by CBP. Once the system has validated the identifying information, the door will unlock, and the alarm will be shunted for a predetermined, programmable period of time allowing access to the authorized person. In certain areas designated by CBP, presentation of a valid credential will allow access to the area without shunting the alarm. In those cases, a keypad shall be located on the secure side of the door, which will require the entrant to enter a valid code to turn off the alarm.
5. Duress alarms that generate a separate and distinct audible/visual alarm in the Command Center and/or other CBP designated location(s) will be provided by the CESO and monitored by CBP. Duress alarms shall be incorporated into designated areas including, but not limited to, the reception area, weapons storage rooms, and other sensitive and secure areas.
6. Fencing: Fencing fabric or other privacy measures, including gates intended to prevent trespassing, shall be no less than 12 feet in height with barbed wire and provision to block the observation of activities within the yard from adjacent property. If the level on which the fence is constructed is lower, the CESO must provide an effective 12-foot fence at all points. The barbed top guard wire shall be 2-foot extension tightly stretched and shall be firmly affixed to posts not more than six feet apart and the distances between strands shall not exceed six inches. The bottom of fence fabric must be within 2 inches from the ground. Standard barbed wire is twisted, double strand, number 12-gauge wire, with four-point barbs spaced four inches apart.
7. Doors/Locks: Perimeter doors must be 1 ¾ inches thick and constructed of solid wood or 12-gauge steel clad, hollow core metal door. Doorframes shall be of a minimum 10-gauge steel clad. The perimeter doors should be equipped with a deadbolt lock with manipulation resistant cylinders. All CBP lock cylinders must be of a high security, pick resistant design with angled key cuts, rotating tumblers, keyway side biting, and a slider mechanism. The cylinders must be Underwriters Laboratories (UL) listed under UL437 and certified under American National Standards Institute (ANSI)/Builder's Hardware Manufacturer's Association (BHMA)

certification A156.30, Levels MIAM and ANSI/BHMA A156.5, Grade 1. Keys must be “off master” in buildings shared with other entities. The deadbolt should have a minimum one-inch throw. Lock hardware placed on wood doorframes must be secured with stainless steel screws that are at least three (3) inches long. Double doors should have at least one door secured from the inside with sliding deadbolts (e.g. Sargent and Greenleaf model SM181) at the bottom and top. Astragals (overlapping molding, preferably metal) should be used to inhibit access to lock bolts. Door hinge pins must be non-removable (peened, pinned, or spot-welded) or installed inside the room. All perimeter doors must have door closers. To facilitate daily operations, an access control device will be utilized. Examples such as mechanical push-button locks, electronic push button locks, digital touch pads with key override and proximity card readers may be utilized to augment the deadbolt lock. Access Control Systems must be HSPD-12 compliant. The CESO must coordinate with the local fire marshal to determine compliance with building codes associated with National Fire and Safety Association 101 (NFPA 101).

Note: Applicants should also refer to Attachment F, Physical Security Standards for CBP Bonded Facilities, for additional general security requirements.

Yard Area

1. The CES facility must have a dedicated, lighted, paved, fenced container storage area. The yard facility must consist of secured fencing that encloses the areas around cargo storage structures, support buildings and exterior stored cargo. The area must be subject to security controls (i.e., viewed by CCTV and/or roving guard patrols) on a 7-day, 24-hour basis.
2. Bi-annual checks for fencing repair must be conducted and reported to CBP by the CESO. If repair is needed due to inclement weather, accidents, etc. repairs must be conducted immediately by the CESO.
3. The fenced container yard must be able to accommodate at least 40 containers with the ability to expand to 60. The yard area must have the capability to plug in and store reefer containers.
4. The CESO must maintain the capability to move a requested container to/from the CESO's container yard to/from a cargo door within an hour of CBP request.
5. A dedicated minimum yard area of 140 feet by 300 feet with a maximum 5% grade to be used for mobile Non-Intrusive Inspection (NII) vehicles must be made available. The scanning location must be free of overhead obstacles such as tree branches, power lines, and light poles. Use of the area by NII vehicles cannot be subject to disruption by normal yard operations. The scan area must be paved with a permanent surface impermeable to rain and with drainage sufficient to prevent the occurrence of standing water. The yard must be sufficiently well-lit to operate NII vehicles and conduct examinations in the yard safely. See “Non-Intrusive Inspection (NII) Equipment below.

Warehouse Facilities

1. The facility must fully comply with the Occupational Safety and Health Act (OSHA) standards.
2. Electrical outlets must be available at a minimum of every other space between doors.
3. In the examination area, lighting must provide sufficient illumination to meet safety considerations and examination requirements. Minimum lighting intensity shall be 300 LUX at floor level.

4. Each cargo door must be served by suitably elevated lighting sufficient to provide a safe, dependable, fully adjustable, and continuous means of illuminating the interior of containers being unloaded to a minimum level of 600 LUX.
5. A ventilation and cooling system is required for the warehouse facility area, e.g., heating, ventilation, and air conditioning system (HVAC).
6. The CESO must provide two (2) 12 ft. X 6 ft. canine holding areas (day kennels) for CBP canine enforcement teams. This area should be constructed and furnished consistent with CBP Cargo Facility Design Standards. These kennels will provide adequate temperature-controlled space for working dogs. The holding area may not be situated in an area that would be accessible to unauthorized access by the public or non-CBP personnel. The holding area must be adjacent to or within a reasonable visual vicinity of the CBP Office space. The CESO will not be responsible for costs or staffing associated with providing food or care for the working dogs.

Cargo Doors

1. A minimum requirement of the CES is 20 cargo bay doors, with the capability to expand to 30 doors. The number of cargo doors is interpreted as the number of containers that can be worked simultaneously at each entrance and dedicated full time for CES operations, regardless of workload.
2. One door should allow access for motorized vehicles.
3. A minimum of six (6) cargo doors must have refrigerated container hookups.
4. The cargo door entrances must be the same height as the dock. If not, specialized equipment, such as dock levelers, must be present to ensure that devanning/re-vanning of cargo is completed in an efficient manner. Lanes should be clearly marked to facilitate spotting containers at cargo doors.
5. A minimum of one (1) bay door 18 ft. W x 20 ft. H for large-scale non-intrusive inspection (NII) equipment to enter and exit the examination floor is required.

Examination Floor Space

1. The CESO must have the ability to ensure that devanned cargo is repacked in the same manner in which it was originally packed.
2. Minimum standard is the ability to unload a 40-foot container and stack cargo in one straight line at each cargo door dedicated for CBP use.
3. In most cases, cargo must be stacked no higher than four (4) feet high (depending on characteristics of the cargo. For example, exceptions would be very large crates, machinery, etc.).
4. A minimum of five (5) feet of open floor space (on each side) is required for each shipment staged for inspection.
5. A minimum of 1,000 square feet of open floor space adjacent to the door and between the door

and the area where cargo is to be staged for inspection is required.

6. A minimum cargo staging area of 50,000 useable square feet must be dedicated full-time for CES operations regardless of workload.
7. The CBP exam floor must be immediately adjacent to the CBP office space, offering direct access to the exam floor and secure storage area. If warehouse-facing windows are provided in the CBP office space, they will be large, lightly-tinted or transparent mirror-safety-glass with blinds facing the inspection area. The glass type should be pre-approved by CBP.
8. Should CBP determine the need, the CES facility must be able to facilitate the ability to inspect refrigerated and frozen cargo, up to and including providing a cold inspection facility/component with a minimum of 4,000 square feet, with capability to expand to 8,000 square feet, as needed. The facility/component must have a minimum of two (2) adjustable temperature zones, at least one of which is capable of consistently maintaining a temperature below freezing (32 degrees Fahrenheit). These temperature-controlled zones should permit the simultaneous inspection of multiple shipments containing commodities requiring inspection at different temperatures.
9. The CESO must provide a four-post vehicle lift, a tire changer machine, and an air compressor. This equipment should enable CBP to remove a vehicle's gas tank and facilitate the search for narcotics. The CESO is responsible for the costs associated with setting up and maintaining this equipment. Depending on volume, CBP may request the CESO to develop a fee schedule and personnel to disassemble and reassemble various parts of vehicles for inspection purposes.
10. The CESO must provide a locking, portable, triple bay tool cabinet complete with tool set to include cordless drills, impact drivers, grinders, hand saws, reciprocating saws, circular saws, wire cutters, bolt cutters, socket sets (Standard & Metric), drill bits, hole saws, saw blades, hammers, mallets, chisels, etc.

Warehouse Secure Storage

1. High Security Storage Area: 5,000 square feet
 - a. Must be a permanent, fully enclosed, locking, high security storage area. WireCrafters Style 840 Woven Wire Partition system or its equivalent should be used.
 - b. Must be capable of being locked to hold temporary seizures/detentions and CBP equipment.
 - c. Must be dedicated full-time for CES operations regardless of workload.
 - d. Must be controlled by CBP exclusively with a high security lock and an Intrusion Detection System (IDS) and monitored from all angles with networked CCTV.
 - e. Must have lighting that is at least 50 foot-candles (FC).
 - f. Must have pallet rack shelving to optimize space utilization.
2. Sterile Storage Area for Phytosanitary Cargo: 320 square feet
 - a. Must be fully enclosed, locking, secure, and airtight.
 - b. A functional empty container meets this requirement.
3. Secured Storage: 200 square feet
 - a. Must be fully enclosed and locking. WireCrafters 840, or equivalent, with a visual barrier should be used.
 - b. Must be directly adjacent to inspection area.
 - c. Must have lighting that is at least 50 FC.

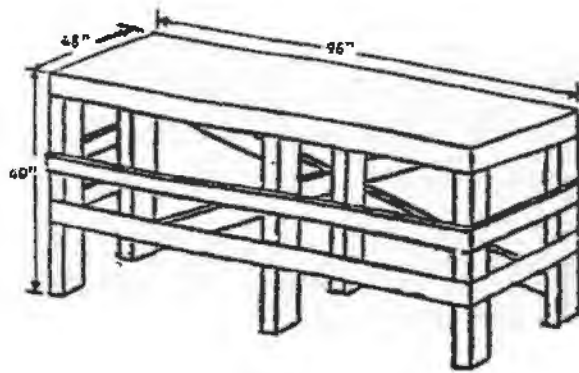
- d. CESO must provide heavy-duty shelving for tools with electrical outlets and power strips at each shelf.
- e. CESO must ensure appropriate circuits to support the charging of tools (minimum 110V).

Agriculture Inspection Area

CBP requires a designated agricultural inspection area where agricultural shipments are examined regularly. The designated area should be as follows:

1. Enclosed room measuring 20 feet X 30 feet with an ambient air temperature of 60 degrees F during the winter months, 70 degrees F during the summer months. The room should have adjustable temperature that can be adjusted to as low as 40 degrees F, upon CBP request. The heat supply must not be of kerosene source and must not pose a hazardous safety risk. This room should be adjacent to the Agriculture Laboratory (See "Agriculture Lab and Disposal Room" section below) and the cold inspection facility/component (See "Examination Floor Space" section above.)
2. Inspection area table and stainless-steel sink must be located in a safe, uncluttered area away from outside the flow of warehouse traffic, i.e., pedestrians, forklifts, pallet jacks, etc.
3. Inspection table must not be used for cargo storage or any purpose other than agricultural inspection and must be kept clean and dry.
4. The inspection area is adequately ventilated with fans; wherever possible, the fans are permanently mounted either on the floor or wall.
5. The inspection area is easily accessible for specialists and officers, i.e., not blocked by cargo or equipment.
6. The inspection area contains a secure area capable of being locked with a USDA-APHIS seal for storing quarantined products; it is located within the warehouse or cooler. See "Sterile Storage Area for Phytosanitary Cargo" under Warehouse Secure Storage section.
7. The inspection table used to inspect agricultural commodities should be smooth and cleanable. The surface should be painted white or covered with white laminate to provide the greatest visibility.
8. A sturdy, large table that is 36 to 40 inches high is ideal. The minimum width and length of the table should be 48 x 96 inches. The table may be greater than the minimum standards, if a company or warehouse desires. In addition, the table surface should not have any raised edges. See Figure 2-1 for a diagram of a general inspection table.

Figure 2-1



9. Good, strong lighting is necessary to inspect agricultural products. Fluorescent lighting is the best. Where possible, supplement the overhead fluorescent lighting with a table lamp with magnifier.
10. Two 96-inch fluorescent bulbs centered directly over each 48 x 96-inch section of the inspection table is needed minimum.
11. The light fixtures must be installed 44 to 56 inches above the inspection surface; do not install light fixtures more than 8 feet above the floor surface.
12. One table to inspect and cut fruits and vegetables and agricultural commodities should be available. A rubber floor mat should be supplied for the inspection table.
13. The interior inspection location should be protected from inclement weather, away from open doorways and drafts so pests do not blow away or escape.
14. Inspection area and tables will be located away from any stacked cargo.

Agricultural Lab and Disposal Room

(7 CFR 35210 Agriculture: Inspection; Safeguards: Disposal)

Pursuant to 7 CFR 35210, Agriculture: Inspection; Safeguards: Disposal, all new and modified existing CBP operational facilities require inclusion of a CBP Agricultural Laboratory and Disposal Room. The CBP Agriculture Laboratory and Disposal Room is the receiving point for the testing and disposal of illegal agricultural items detected in the CES.

Agriculture Lab Specifications

1. Installation provisions for telephones, data, and power connectivity in the CBP Agriculture Laboratory are required to support the laboratory and to transfer and receive data to assist in proper examination and reporting.
2. Laboratory flooring shall be of a washable non-slip material.
3. Walls and ceilings shall be washable, and floor drains provided.
4. 100% fresh air shall be provided to the laboratory via air ducting from HVAC units. The system should include 100% exhaust to the outside to create negative pressure in the laboratory room.
5. Two desks, complete with telephones and chairs, must be provided. Each must have lockable

drawers and a large enough top surface to hold one microscope, yet still provide writing workspace.

6. All activities conducted in the Laboratory are visual inspections oriented toward finding insects or diseases, soil and seeds/seed pods that may be associated with the agricultural product. The inspection techniques may include shaking or lightly beating/banging the plant or plant product to shake loose the soil or insects. This process may cause dust and debris to be released into the air and requires that such activity to be conducted under a vented hood to reduce the likelihood of inhaling dust materials.
- **Dust /Fume Hood Vent:** The primary purpose of the dust hood is to exhaust dust associated with dried material during inspection.

Hood Size

OSHA 29 CFR-1910 recommends laboratories provide an average of 2.5 linear feet of hood space per person. Laboratory hood size is commonly expressed by the outside width; typical agriculture labs have fume hood with 4 ft. hood width. The actual working space is approximately 5" to 12" less than the expressed exterior width of the hood.

Liner Material

The liner material selected should be durable and resist chemicals, heat, and open flame. Typical agriculture fume hood has molded fiberglass reinforced polyester or fiberglass reinforced composite panel liner.

Sashes

Sashes provide some physical protection from splashes and reactions and are transparent to allow viewing. Typical agriculture fume hood has vertical rising sashes to allow large apparatus or chemical bottles to be loaded in the hood.

Lighting

Light fixtures in agriculture fume hood typically comes in vapor-proof style. Vapor-proof light fixtures are usually fluorescent, installed outside the hood liner and protected from the hood interior by a transparent, impact-resistant glass shield.

Service Fixtures

Utility services may include connections to gases, air, water, and vacuum. If service fixtures are required, they should be installed to allow the connection of service supply lines either on the hood itself or the work surface supporting the hood. The plumbing tubing and valves should be corrosion resistant, if located inside the hood, and should be of the proper material to satisfy local code requirements.

Electrical Receptacles

If electrical receptacles are required, they should be located on the hood exterior, away from the corrosive effects of the fumes inside the hood structure. Provisions should be made so that all electrical wiring is isolated and physically separated from vapors handled within the hood.

Americans with Disabilities Act (ADA) Requirements

Fume hoods and accessories must be available with features that meet the requirements of the ADA. Switches, controls, and written instructions should be located where they can be seen and reached by a seated person. ADA Standards for Accessible Design specifies that forward reach should be a maximum of 48 inches high and side reach a maximum of 54 inches high. To allow a person in a wheelchair to work comfortably, ADA also specifies that work surface height should be from 28 to 34 inches above the

floor and knee clearance underneath should be at least 27" high, 30" wide, and 24" deep. Audible alarms must have an intensity and frequency that can attract the attention of individuals who have partial hearing loss. The ADA Standard states that audible emergency alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 dB or exceeds any maximum sound level with a duration of 60 seconds by 5 dB, whichever is louder.

Ventilation System Components and Accessories

The laboratory hood is just one component of a complete fume ventilation system. At the same time a hood is selected, a blower, ductwork, base cabinet, and work surface must also be selected. Air supply must be determined as well.

Remote Blowers

Of all the additional components needed, the blower is the most crucial to the performance of the hood. By creating suction within the ductwork, blowers draw air from the laboratory room, through the hood and out the duct system. Fume hood installations utilizing remote blowers are the most common type. Centrifugal type blowers are popular because they are more efficient and less noisy than others. The exhaust blower is often positioned in a penthouse or on the building's exterior, usually on the roof, where noise is less noticeable.

Blower Sizing

To provide the optimum face velocity and air volume for the laboratory hood, the blower must be sized properly. Although horsepower and revolutions per minute (RPM) are important blower specifications, blower selection should be based on the air volume the hood will exhaust and the total static pressure loss of the entire system.

Air Volume

The air volume (or volumetric rate) passing through the hood is generally equal to the area of the sash opening multiplied by the average velocity desired. For example, if 100 feet per minute (fpm) is required and the hood has a sash opening of 7.5 square feet, then the hood's air volume is 750 (7.5 x 100) cubic feet per minute (CFM).

Ductwork

Ductwork includes fume pipe, male and female couplings, elbows, reducers, and exhaust discharge stacks (weather caps). Round diameter duct made of rigid materials offers the least static resistance. Like the liner material of a laboratory hood, duct material must be resistant to the fumes exhausted through it. Ductwork made of unplasticized polyvinyl chloride (PVC) is a popular choice because it is rigid, highly resistant to both acid and solvent vapors, and, because it is extruded, comes in round diameters.

Base Cabinets

Laboratory hoods are designed to rest on a bench-high base stand or cabinet with a work surface. Base cabinet is used to store alcohol, bleach, and other solvents.

- **Security Access Control:** Access control requirements will be determined by CBP. Access control must meet the requirements of Homeland Security Presidential Directive (HSPD) 12 and be a certified system as indicated in Federal Information Processing Standards (FIPS) 201.
- **Communications:** Two phone and data outlets.
- **Fixed Equipment:** Built-in Stainless Steel work counters with backsplash and knee space, wall cabinets, lockable drawers, low storage cabinets, and two (2) drawer files.

- **Autoclave/Steam Sterilizer:** Installation of an Autoclave and Sterilizer. CBP, in coordination with APHIS Plant Protection and Quarantine, requires the destruction of agricultural products not cleared for entrance. A unit must be provided at the facility unless there is a proven alternative solution that is acceptable to the CBP Director, Field Operations. The steam sterilizer unit must be capable of sterilizing wet materials, such as fruits, meats, soil, and vegetables. One of three methods is used for the destruction of agricultural products: Steam Sterilizers, Dumpster/Cookers, and Incinerators. CBP recommends the use of Steam Sterilizers, when possible.

CBP does not endorse any vendor. A CESO may directly procure from a vendor of choice at minimum: an Autoclave Sterilizer equivalent to or better than the Tuttnauer Model 2540E with Four Stainless Steel Trays, 23L Capacity, 10" Diameter Chamber, 220V, which is acceptable for CBP CES examination purposes.

- **Mechanical Equipment - HVAC:** Normal ASHRAE HVAC standards apply. The system should provide individual room control, dust fume hood vented to the outside, 100% exhaust, and negative air pressure to the outside of the lab.
- **Plumbing:** Minimum 5hp grinder Stainless Steel (S/S) sink, Dbl S/S sink, floor drains, 6" waste line. Wall behind Stainless Steel sink should have 24-inch-high Stainless Steel washboard extending 36 inches at both ends of sink.
 - **USDA Requirement:** If a commercial grinder will be used as the primary disposal method, must be connected to an EPA/APHIS approved sewage system (septic tanks and similar systems are not authorized). It must chop the regulated garbage into pieces sufficiently small enough so that flow is maintained into the sewage system.
 - **Wash-down Hose:** Required installation on wall opposite the sink.
- **Fire Protection:** Pop-down sprinkler heads.
- **Electrical:** Normal convenience power standards. Multiple dedicated computer circuits. Emergency power backup. GFI/Power receptacle above work counters.
- **Lighting:** Recessed incandescent lighting with dimmer control. Under-cabinet task lighting.
- **Door Material:** 1.75-inch solid core wood or 12-gauge steel clad hollow door and frame (no window).
- **Window Material:** Tempered transparent mirror glass. No window treatment. Maximize glass area.
- **Construction and Finishes**
 - **Floor:** Non-Slip tile
 - **Walls:** 5/8" gypsum board over metal studs. STC rating 50-55. Washable.
 - **Ceiling:** 5/8" gypsum board (acoustical tile not permitted). STC rating 50-55.
- **Emergency Eye Wash Station**
- **Paper Towel Dispenser and Hand Soap Dispenser**
- **Full-Size Refrigerator with Freezer**

Office Space

1. Dedicated CBP office spaces must be secure and 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.).
2. Minimum numbers of workstations required: 20 with capability to expand to 30 (64 sq. ft. x 20 = 1,300 sq. ft.)
3. Workstations should be at least 6 ft. apart (chair to chair) or separated by cubicle walls.
4. Dedicated CBP administrative office suite containing the following:
 - a. Open office space: Minimum 1300sq. ft. (assuming 20 workstations). Must have the capability to expand to 2,000 sq. ft. for 30 workstations.
 - i. 20 low-profile workstations/cubicles with desks (minimum 64 sq. ft. each) with the capability to expand to 30
 - b. Private offices: 750 sq. ft.
 - i. Five (5) private offices with furniture (minimum 150 sq. ft. each)
 - c. Weapons storage room engineered to CBP specifications, including furnishings (metal shelving, Class V safe, gun rack, handgun lockers): 300 sq. ft.
 - d. One copy room with equipment: 150 sq. ft.
 - i. One copier
 - ii. One shredder
 - e. One conference/training room with audio and video equipment that can comfortably accommodate at least 20 people, including no fewer than 16 seated at a configurable conference table: 800 sq. ft.
 - f. Kitchen/break room with table and chairs, counter top, sink, two (2) refrigerators, oven, stove, icemaker, filtered water dispenser, and two (2) microwaves: 500 sq. ft.
 - g. One locking, wellness room with no windows, a sink and countertop, and a small refrigerator: 64 sq. ft.
 - h. Male Restrooms with showers and lockers: 850 sq. ft.
 - i. Female Restrooms with showers and lockers: 850 sq. ft.
 - j. Janitor's closet: 50 sq. ft.
 - k. Data processing and telecommunications room: 300 sq. ft.
 - l. Public reception/counter area: 300 sq. ft.
 - m. Two (2) Supply/File rooms: 200 sq. ft. each; 400 sq. ft. total
 - n. Training storage room with temporary firearms storage lockers and weapon clearing barrel: 300 sq. ft.
 - o. Fitness room, with equipment: 600 sq. ft.
5. General Notes:
 - a. Office space to be directly adjacent to examination cage/inspection area.
 - b. Filtered water supply should be available in the breakroom.
 - c. Potable water supply with hot and cold running water at all sinks.
 - d. All rooms are to be climate controlled within normal American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) HVAC standards.
 - e. CBP office spaces will require analog lines for locations not utilizing Voice over Internet Protocol (VoIP).
 - f. Electrical outlets are required throughout the facility for standard operation and specialty equipment.
 - g. Door Material: 1.75-inch solid core wood or 12-gauge steel clad hollow door and frame (no

- window). Equipped with an automatic door closer (commercial grade) that controls the closing or position of the door.
- h. Large, lightly tinted or transparent mirror-safety-glass with blinds facing inspection area. The glass type should be pre-approved by CBP.
 - i. Outer perimeter walls to be constructed slab to slab with a minimum ceiling height of 9 feet. Walls of all “hardened” rooms (LAN Room, Weapons Storage Room) must consist of a layer of 9-gauge diamond metal (1.5 inches X 2 inches maximum diamond) on the inside of the area securely fastened to metal studs at 150 mm (6 inch) intervals. The metal barrier may be combined with gypsum wall board on metal stud or other partition types (such as brick or concrete masonry units).
 - j. Interior wall and flooring tile color will be selected by CBP. Generally, walls will be painted white with accent walls painted in CBP Blue. A paint swatch or color code will be provided for color matching.
6. The Conference/Training Room will contain a minimum of 14 duplex outlets, with at least two (2) on each wall and duplex outlets embedded within the floor to accommodate a minimum of six (6) built-in power bars within the CESO-provided configurable conference table. The conference room should comfortably seat a minimum of 20 people and be capable of expanding to seat up to 40 people. Conference room furniture should be customizable to permit multiple configurations, including classroom-style and tabletop meetings that seat no fewer than 16 people around a table. The CESO must provide sufficient audio-visual capabilities to accommodate digital presentations and video/phone conferencing. The conference room will require a small storage area, approximately 150 sq. ft, for storage of chairs and furniture depending on desired conference room configuration.
 7. The CESO must provide a training room, adjacent to the CBP conference room, measuring 45 feet by 45 feet. This room will be outfitted with exercise equipment for fitness training. A 300 sq. ft. training storage room will be located adjacent to this “fitness room.” The training storage room must contain adequate shelving for training equipment.
 8. Additional consideration, in the form of a standardized points system, will be given to those applicants who exceed the minimum required standards as well as the evaluation criteria.

Minimum Office Space Requirements	Minimum Square Feet
Private Offices	750
Workstations (cubicles)	1,300 / 2,000
Public counter area	300
Kitchen/break room	500
Data processing and telecommunications room	180
Agriculture laboratory w/ disposal	300
Wellness room with refrigerator	64
Emergency Eye Wash Station	25
Male restroom with showers and lockers	850
Female restroom with showers and lockers	850
Janitor’s closet	50
Storage room	200
Storage room (2)	200
Fitness Room	600
Training Storage Room	300
Secure Weapon Storage Room	300

Conference/Training Room	800
Conference/Training Room Storage	150

Total minimum office space square footage, not including circulation space: 8500 sq. ft.

Data Processing and Telecommunications Room

Each CES location must provide dedicated space within the CBP CES space to house automated systems/support equipment and internal phone systems. The minimum space and other requirements for the Data Processing and Telecommunications support room are:

1. A minimum of 300 square feet support room must be constructed with 9-gauge diamond mesh expanded metal wall/ceiling reinforcement or 8" CMU. The room must be inspected by CBP prior to covering. Support room requires an intrusion detection system that provides perimeter and volumetric protection/detection of unauthorized access.
2. Support room must have a separate HVAC unit and be climate controlled with an "in-room" thermostat.
3. Climate control must be operational on a 24-hr, 7-day basis.
4. Support room must have a dedicated 30-amp quad outlet.
5. Support room must have three standard phone line jacks.
6. Support room must have access control with an electric strike or electric lockset.
7. Support room should be lit with incandescent lighting, if possible.
8. Support room must NOT have sprinklers, but a type of dry fire suppression system.
9. Support room must be highly resistant and/or impenetrable to vermin and/or pest infestation/access from the walls, ceilings, and doors.
10. Support room wall racks must be ¾" thick 4'x4' (minimum) fire rated backboard.
11. Support room must have anti-static tile flooring.
12. Support room must have telecommunication grounding busbar installed and connected to the building grounding system with dedicated copper ground cable.
13. For additional data processing and telecommunications requirements, please refer to **Attachment 2**.

Additional Operations Support Equipment Required

1. Each desk/workstation must have at least two data jacks.
2. Each desk/workstation must have at least one phone jack.
3. Each desk/workstation must have at least two duplex electrical outlets (preferably on opposing sides of the workstation).
4. CAT8 cable is required.
5. No more than four (4) workstations may be placed on any one dedicated circuit.
6. At minimum, 10 additional data jacks for network printers and 17 dedicated circuits (for workstations, each location).
7. Wireless Fidelity (WI-FI) must be present and available throughout the CES facility, including on the warehouse floor.
8. Audio-visual equipment with the capability to connect to a computer and cable television must be present in the conference room.
9. A telephone audio conferencing system is required.
10. An intercom system to provide announcements to all workstations, break room, warehouse inspection area, agriculture laboratory, and meeting rooms is required.
11. Minimum 100-megabyte ICP circuit is required. Size will be determined by CBP OIT upon completion of a bandwidth study.
12. 2 color copy machines are required.

13. A minimum of two (2) 55-inch or larger TV monitors will be required to monitor security access cameras and open-source media.

Wellness Room:

1. The CESO is responsible for creating a permanent room/office for a wellness room. This room will be utilized by CBP employees only.
2. The room/office should have a lock on the door.
3. The room must be always kept clean.
4. The wellness room should have a countertop, sink, refrigerator, and chair available. A hand soap dispenser and paper towel dispenser should also be provided.

Sanitary Facilities

CBP office space must have separate sanitary facilities for CBP use only. Separate sanitary facilities must be provided for male and female employees. There must be a sufficient number of facilities to accommodate all CBP employees assigned to the CES. The number of facilities must be sufficient to comply with the Texas plumbing code, and any other applicable codes, based on the number of CBP employees assigned. Anticipated CBP staffing for the CES location is up to thirty five (35) persons. Facilities must have potable running hot and cold water available. Sufficient locker space must be provided in male and female employees' locker rooms with a minimum of one shower stall each in the male and female employees' locker rooms. The facility must be cleaned and stocked by the CESO with normally expected sanitary amenities (i.e., soap, toilet paper, paper hand towels, mirrors, etc.).

Maintenance services

1. Regular maintenance services must be provided. Custodial staff may not be issued any keys to CBP designated/controlled areas. Cleaning services are to be provided during CBP's hours of operation. Custodial services will not be required outside of normal operating hours. The CESO shall supply paper towels, toilet paper, and liquid soap together with appropriate dispensers for the break room and the restrooms.
2. The types of services required, and minimum mandatory frequency are:
 - A. Five (5) times per week
 - Empty wastebaskets and trash containers.
 - Sweep or dust-mop all floors, including entrances, lobbies, breakroom, and corridors.
 - Clean and disinfect all bathroom toilet fixtures (i.e., urinals, toilets, and shower stalls) and replenish toilet supplies. Water used to clean toilet fixtures cannot be used to clean showers or floors. Water used to clean floors cannot be used to clean toilet fixtures or shower stalls.
 - Dispose of all trash and garbage generated and found in, about and outside the building.
 - Sweep and damp mop or scrub all toilet rooms. Water used to wash/damp mop floors cannot be used to clean toilet fixtures or showers.

- B. Three (3) times per week
 - Damp mop all resilient floors in break unit, corridors, breakroom, and entrances.
 - Damp wipe tiled portions of restroom walls and stall partitions.
 - Vacuum carpets and rugs and remove carpet stains.
 - C. Once (1) per week
 - Low dust all visible surfaces (leave papers undisturbed).
 - Wash inside and out, or steam clean, cans used for collection of food remnants.
 - Dust horizontal surfaces that are readily available and visibly require dusting.
 - D. Every other month
 - Thorough carpet cleaning
 - E. Every six (6) months
 - Dust window blinds, curtains, shades, overhead pipes, air vents, and molding.
 - Clean fans and exhaust vents.
 - Wash windows inside and outside.
 - F. Annually
 - Spot clean walls, partitions, and doorframes.
3. The CESO shall keep all restroom facilities, including fixtures and fans, in good operating condition and make repairs as needed when requested by CBP at no cost to CBP. In addition, all electrical outlets, lighting fixtures, and other equipment supplied by the CESO for CES operations shall be maintained in good working order at no expense to CBP. Requirements are provided as a minimum baseline for this facility. Drawings and submittals are required to be approved by the OFAM PM.
 4. The CES facility must have an exterminator/pest control program. The CBP office space must be constructed and/or modified to reasonably withstand/minimize the potential for vermin and/or pest infestation/access. 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. Exterior pest control is also required.

Parking

1. All CBP parking areas must be available for CBP access on a 7-day, 24-hour basis.
2. The CES facility must have a fenced and secured area for all CBP employee privately owned vehicles (POVs) and all Government owned vehicles (GOVs). Controlled access to CBP parking areas is mandatory.
3. Protective lighting is required and should be located where it will illuminate shadowed areas and be directed at probable routes of intrusion. There should be overlapping lighting to prevent dark areas. The area must also be protected by the CCTV system, using cameras designed for exterior, all-weather and lighting conditions.
 - A. POV minimum space requirements:
 - Number of spaces: 35 minimum
 - Each sized 20 ft. L x 10 ft. W

- B. GOV minimum space requirements:
 - Number of spaces: 6 minimum
 - Each sized 20 ft. L x 10 ft. W
- C. Handicap accessible visitor parking minimum requirements:
 - Number of Spaces: 2 minimum
 - Each sized 20 ft. L x 10 ft. W
- D. Visitor minimum space requirements:
 - Number of spaces: 5 minimum
 - Each sized 20 ft. L x 10 ft. W

Miscellaneous Requirements

1. First aid equipment and eye wash station available for CBP use in the inspection area.
2. Signage for the entrance doors to the CBP Office, CBP secured parking, government vehicle parking, and visitor parking areas.
3. CES facility/operations uninterruptible electrical Backup Power of 150% capacity. (i.e. Emergency Generator)

CES Facility Backup Power

The CES facility must have electrical Backup Power of 150% capacity.

Identity, Statutory and Operational Signage

The CES facility must have official CBP identity signage that properly identifies its agency presence at a location. CBP Statutory and operational signage categories include wayfinding, identification, notification, and statutory/regulatory notifications. Additional signage may be required to support operational needs.

Environmental Compliance

The CESO shall be responsible for completing all environmental reviews, meeting all required environmental compliances, and all costs associated with all environmental compliance, including any separate analysis either required by or undertaken by CBP to comply the National Environmental Policy Act (NEPA), 42 U.S.C. §§ 4321 et.

APPENDIX E

CENTRALIZED EXAMINATION STATION OPERATING AGREEMENT

1. This document in conjunction with relevant law and regulations establishes the requirements, terms and conditions for the operation of Centralized Examination Station (CES) (Name of Firm). (CES operator) has been selected as a CES within the Port of (XXX). The physical location of this CES, known as (Name of CES), will be (complete address, city, state).
2. The (Name of CES) will commence full operations on (date). The CES will operate (day to day) between the hours of (XXam and XXpm). These days and hours may change in the future depending upon the needs of Customs and Border Protection and the local trade community.
3. This agreement shall be in effect for (three to five) years from the date of the commenced operations cited in paragraph 2 above. This agreement cannot be transferred, sold, inherited or conveyed in any manner.
4. This agreement may be immediately suspended by the Port Director if it is determined a violation of 19 CFR 118.21(a) has occurred. A proposed revocation and cancellation may be issued by the Port Director for violations of 118.21(b).
5. The designation of a CES carries the following specific responsibilities, which the undersigned CES operator understands and agrees to:
 - a. The facility designated as the CES must meet and maintain the security standards for all cargo handling and storage facilities as outlined in the Physical Security Guidelines for CBP Bonded Facilities;
 - b. The CES operator must execute an agreement that he will reimburse CBP any appropriated funds advanced to procure the required, ADP, Circuit, LAN, IT and TacCoin equipment and services in conformance with 19 U.S.C. 1499 and 19 C.F.R. Part 118.
 - c. The CES operator at his own expense, agrees to maintain adequate liability insurance with respect to the property within his control and with respect to persons having access to the CES;
 - d. The CES operator affirms that he currently holds and will maintain a custodial activity bond (bond number) in the amount of (dollar amount) and agrees to its application as a performance bond to the CES program. The CES operator also agrees to increase the amount of this bond if deemed necessary by the Port Director;

- e. The CES operator understands that the CES may only be operated at the location identified in paragraph 1. Any change to the CES location will **VOID** the CES written agreement. In such instances the operator understands that it must provide for the orderly winding down of operations and disposition of merchandise as indicated in paragraph 6 below and as required under his custodial bond, CBPF 301, pursuant to 19 CFR 113.63
- f. The CES operator agrees to provide adequate personnel and equipment to ensure reliable service for opening, presentation for inspection and closing of all types of cargo designated for examination by CBP on an equitable " first-come first-served" basis to all parties whose cargo has been designated by CBP for examination. The type of equipment furnished will be clean, sound and of sufficient quantity and/or capacity to fulfill the requirements of this agreement. The CES operator will provide any necessary accessory equipment including but not limited to forklifts, hand tools for opening and closing crates and yard tractors for backing in containers. The CES operator will provide any other equipment required by the port director in the solicitation. With respect to providing service on a " first-come first-served" basis, CES operators shall grant Front of the Line (FOL) privileges to Customs-Trade Partnership Against Terrorism (C-TPAT) partners for the examination of cargo. CES operators will not grant FOL privileges to C-TPAT partners when doing so may result in damage to other merchandise such as perishable goods waiting for CBP examination.
- g. The CES operator will keep current the list of employee names, dates of birth, and social security numbers (voluntary), of the managing officers and employees coming in contact with or handling imported merchandise that has not yet been released by CBP. The CES operator will also provide if requested, the fingerprints of all employees involved the CES operation. Any change in employment status must also be provided to the port director in writing within 10 calendar days of the change;
- h. The CES operator will assume responsibility for any and all damage or injury to persons or property resulting from the use or operation of vehicles or other equipment by employees or agents of said provider in the performance of this agreement;
- i. CBP is not responsible for the payment of any charges or expenses incurred by the CES operator, any importer or his agent, or other user of the CES in connection with this agreement. The CES operator will bill the user directly for services rendered at the established rates;
- J. The CES operator will assess service fees according to the rate schedule included in the CES operator's approved application or as changed under the provisions of 19 CFR 118.5. The CES operator must provide 90 calendar days written notice to the port director of any proposed fee schedule changes which will include written justification for any increased or additional fee. Fee changes deemed to be excessive may result in a denial. A CES operator will remain bound by the existing fee schedule and shall not implement any fee schedule change prior to receipt of written approval of the change from the Port Director;

- k. The CES operator agrees that he is liable for the removal of any merchandise attributable to theft, inadvertence, unusual circumstances, or any other reasons if delivery is not authorized by CBP;
- l. The CES operator agrees that all records connected with the operation of this facility and the CES program will be maintained and made available upon demand by CBP for a period on not less than 5 years from the date of the transaction or examination conducted pursuant to this agreement;
- m. The CES operator agrees to provide office space, parking space, appropriate sanitary facilities and potable drinking water for the CBP employees assigned to the CES in accordance with Customs Directive 5270-00SA, Acquisition of Free Federal Inspection Service Space for Customs Use;
- n. The CES operator agrees to provide and maintain any and all services, facilities and equipment as contained in the approved application;
- o. The CES operator understands that CBP is not responsible for any action taken by the CES operator or his employees that is not in accordance with CBP Directives, and applicable laws and regulations;
- p. The CES operator shall hold and save the United States, its officers, agents and servants and employees, harmless from liability of any nature or kind, including costs or expenses from, or on the account of, any and all suits or damages of any character whatsoever relating from injuries to any person or persons and loss or damage to any property, by virtue of performance of this agreement by the provider of equipment, services, employees or agents of said provider;
- q. The CES operator will perform in accordance with any other reasonable requirements imposed by the port director in the CES solicitation;
- r. The CES operator will comply fully with the McNamara-O'Hara Service Contract Act, 41 U.S.C. §351, et seq., applicable regulations promulgated by the Department of Labor and the Federal Acquisition Regulations (FAR) found at FAR 52.222-1, 52.222-41 through 52.222-43, which are attached hereto and incorporated by reference herein. For purposes of this agreement, the term "Contractor" as used in the Service Contract Act and FAR will refer to the CES operator party to this agreement; "contract" will refer to this specific CES agreement; and "Contracting Officer" will refer to the port director of the area port for which the CES will operate; and
- s. The CES operator agrees to comply with the requirements of Executive Order 12989 dated February 13, 1996, as amended by Executive Order 13465 dated June 6, 2008 and particularly with Sections 1(a) - (c), pertaining to the unlawful employment of aliens and anti-discrimination 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.

6. If at any time within the (three to five) year period, the CES operator discontinues operations the CES operator agrees to cooperate with importers and the port director to ensure the timely and orderly disposition of merchandise. In addition, the CES operator agrees that it remains liable for any merchandise at the CES facility. In instances where directed by the Port Director, the CES operator further agrees to transfer, under bond, all remaining goods to another CES without expense to the Government.

7. The Parties have attached the prevailing wage rates in accordance with FAR 52.222 which are incorporated by reference herein.

CES Signature

Port Director Signature

CES Operator

Port Director

Date

Date