

GENERAL CES APPLICATION INFORMATION

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

The following are the **minimum established 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. A detailed 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 completed 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.)