U.S. Customs and Border Protection
Pipeline 016-2021
April 16, 2021

To: Centralized Examination Station Operators, Terminal Operators, Airlines, Importers, Carriers, Customs Brokers, Partner Government Agencies and Others Concerned.

SUBJECT: Announcement and Solicitation for Centralized Examination Station (CES), Wilmington, DE

The Area Port Director of Philadelphia, Pennsylvania has determined the need for a CES within the Port of Wilmington, Delaware. U.S. Customs and Border Protection (CBP) in the Area Port of Philadelphia is now accepting applications to operate one (1) or more CES in the Area Port. Interested parties should submit an application in accordance set forth in the attached solicitation and supporting documentation. The open period for such applications extends from the date of this announcement until Tuesday, June 15, 2021.

Attachments

Joseph V. Martella
Area Port Director
Area Port of Philadelphia
DATE: April 16, 2021

TO: Centralized Examination Station Operators, Terminal Operators, Airlines, Importers, Carriers, Customs Brokers, Partner Government Agencies and Others Concerned.

SUBJECT: Centralized Examination Station Solicitation for Port of Wilmington, Delaware.

REFERENCES: 19 C.F.R. §§ 118, 151.1-151.7

EXPIRATION DATE: 60 calendar days from the date of issuance

1. PURPOSE:

A. This Trade Information Notice (TIN) is being issued to notify the trade community that U.S. Customs and Border Protection (CBP) is now accepting applications to operate (a) Centralized Examination Station(s) (CES) in the Port of Wilmington, which is within the Area Port of Philadelphia. The solicitation period commences April 16, 2021 and expires on June 15, 2021. The initial phase of the selection process will consist of a 60-day application period, or “open season.” Public comments are also invited. The Area Port Director (APD) is required to issue this information bulletin pursuant to Title 19, Code of Federal Regulations (C.F.R.) § 118.2.

B. On January 22, 1993, a final rule was published in the Federal Register enacting 19 C.F.R. Part 118, CES, effective February 22, 1993. This amendment was a direct result of efforts by CBP to improve productivity and service to the trade community by centralizing its resources and minimizing travel time required in performing cargo examinations at multiple facilities within a port of entry (POE).

2. DEADLINES:

A. Applications to operate a CES must be received by 4:30 p.m. on June 15, 2021, which is 60 calendar days from the date of this notice. Applications received after this
date and time will not be considered. Applications found to be incomplete will not be considered.

B. **Public comments must be received by 4:30 p.m. on May 16, 2021**, 30 calendar days from the date of this notice.

C. After the 60-day application period has expired, CBP will issue a TIN that informs the trade community of the applications that were received, and will publish the following information for each application:

- Name of the applicant
- Address of the facility proposed to be operated as a CES
- Proposed fee schedule
- List of equipment at the facility
- Number of employees to be involved in the CES operation

D. After this information has been published, interested parties will have another 30-day period to submit written comments to the APD for consideration. See 19 C.F.R. §§ 118.2, 118.12. All comments should be addressed to:

Joseph Martella, Area Port Director  
U.S. Customs and Border Protection  
200 Chestnut Street, Suite 102  
Philadelphia, PA 19106

3. **BACKGROUND:**

A. CBP has worked diligently with the trade community to reduce delays in the cargo examination process and improve overall service and efficiency. CBP is currently seeking (a) potential CES Operator(s) (CESO) who can assist CBP in meeting those goals.

B. A CES is a privately operated facility where import or export cargo that CBP designates for physical examination is made available to CBP for inspection. The rules for establishing and selecting a CES are delineated in Title 19 C.F.R. Part 118. The CES is utilized for trade enforcement and agriculture examinations. When cargo is designated for inspection at a CES, the importer, carrier, exporter, or its agent is responsible for arranging and paying for the bonded transfer of the merchandise to the appropriate CES, as well as any fees charged by the CES for its services.

C. The CES regulations were implemented to improve effectiveness and increase efficiency and service by centralizing and focusing resources and minimizing travel time required in performing cargo examinations at multiple facilities within a port’s jurisdiction.

D. If more than one CES is established, the trade community has the primary authority to designate its choice of CES, which largely determines the workload of each CES. However, pursuant to 19 C.F.R. § 151.15(d), in instances where the APD deems it
necessary, such as when a specific commodity or shipment requires an enforcement examination, special handling or equipment, the APD may designate the specific CES at which an examination must take place.

E. Applicants should be aware that because the utilization of information technology and specialized equipment enables CBP to be more selective in its examinations of cargo, the amount of physical inspections may fluctuate. CES applicants should recognize that minimum numbers of examinations cannot be established.

4. NEED FOR A CES:

A. The APD has determined that this solicitation may result in one or more CES facilities in proximity to the Port of Wilmington. CES facilities that would best meet the needs of CBP should be able to facilitate the movement of cargo within the Port of Wilmington and provide competitive service to the trade community.

B. After evaluating each application, the APD will determine the number of facilities that will best meet the needs of CBP, facilitate movement of cargo in the port, and provide competitive service to the trade community.

5. AREA OF CONSIDERATION:

A. Geographic location will be a factor in the selection process. A location that best meets the resource needs of CBP and of the trade community will be a consideration. A higher location score will be given to any proposed facility that is in close proximity to the marine terminals in Wilmington.

B. The geographic boundaries of the area of consideration for potential CES locations for this announcement should be within twenty (20) driving miles of 1 Hausel Road, Wilmington, Delaware 19801.

C. The location will need to be on a Delaware Department of Transportation (DELDOT) route that accepts containers up to 100,000 pounds, or the CESO must be able to obtain a variance from DELDOT for a route leading to the proposed CES location.

6. CES AGREEMENTS AND RESPONSIBILITIES OF THE CES OPERATOR:

A. Pursuant to 19 C.F.R. § 118.3, the applicant(s) tentatively selected to operate a CES must sign a written agreement with CBP before commencing operations. An applicant's failure to execute a written agreement with CBP in a timely manner will result in the revocation of that applicant's tentative selection and may result in the tentative selection of another applicant or republication of this notice. The agreement will specify the duration of the CESO's authority to operate the CES. That duration will not be less than three years and not more than five years. However, it is anticipated that the CES selected to operate in the Port of Wilmington will be designated for a period of five years.
B. By signing a CES agreement and commencing operation of a CES, a CESO agrees to the responsibilities outlined in subparagraph C of this section, in 19 C.F.R. § 118.4, and in the CES agreement itself.

C. The CESO agrees to:

I. Enter into a Memorandum of Agreement (MOA) between the APD and the CESO that outlines the operator’s responsibility to reimburse CBP for initial and recurring costs related to providing information technology (IT) services, to include all Automated Data Processing (ADP) LAN, Circuit, Data, IT, Voice, and TacComm equipment may be required on a schedule determined by CBP (approximately every 3-5 years, as needed). CBP will retain possessory ownership of peripheral equipment, and other equipment until CBP vacates the premises, at which time ownership rights will be transferred to the operator.

II. Comply fully with the requirements of Executive Order 12989 (as amended by Executive Orders 13286 and 13465), dated February 13, 1996, particularly with Sections 1(a) and (b), which pertain to the unlawful employment of aliens and the antidiscrimination requirements of the Immigration and Nationality Act, and comply with 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 CESO.

III. Utilize “E-Verify” to determine an employee’s eligibility for employment by the CES in any capacity (see the U.S. Citizenship and Immigration Services (USCIS) website [http://www.uscis.gov/e-verify](http://www.uscis.gov/e-verify) for more information regarding enrollment and use). U.S. law requires companies to employ only individuals who may legally work in the United States. The CESO must maintain records of this verification.

IV. Comply with and maintain compliance, in existing and future agreements, with the McNamara-O’Hara Service Contract Act (SCA), 41 U.S.C. § 351 et. seq., where applicable, and certain provisions of the Federal Acquisition Regulation (FAR), which include:

a. FAR 52.222-1 (FEB 1997), Notice to the Government of Labor Disputes, as implemented in 48 C.F.R. § 22.103-5(a).
b. 52.222-41 (JULY 2005), Service Contract Act of 1965, As Amended, and implemented in 48 C.F.R. § 22.1006(a).
c. 52.222-42 (MAY 1989), Statement of Equivalent Rates for Federal Hires, as implemented in 48 C.F.R. § 22.1006(b).
d. 52.222-43 (SEPTEMBER 2009), Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts), as implemented in 48 C.F.R. § 22.1006(c)(1).
The Department of Labor (DOL) has determined that adherence of CES agreements to the SCA and FAR ensures that workers are fairly compensated, receive adequate fringe benefits, and have safe and sanitary working conditions. DOL routinely updates its wage determinations, it is the CESO’s responsibility to monitor any changes and implement them.

CBP has reviewed the occupational categories listed in the DOL SCA Directory of Occupations and has determined that the following labor categories are appropriate:

a. Forklift Operator
b. Shipping Packer
c. Warehouse Specialist
d. Material Handling Laborer

IV. Ensure that the CES facility complies with applicable Occupational Safety and Health Act (OSHA) and Americans with Disabilities Act requirements. All costs associated with such compliance shall be borne by the CESO.

V. Maintain the CES facility in conformity with the standards as outlined in the attachments and in T.D. 72-56, “Standards for Cargo Security.”

VI. Provide service and use of the warehouse facility based upon CBP’s needs. Normal operating hours for CES facilities will commence no earlier than 8:00 a.m. and end no later than 4:00 p.m., Monday through Friday. However, based upon workload, the hours of operation may be increased to include a second shift and/or weekends.

VI. Provide CBP with access to all CBP areas at all times.

VII. Provide adequate personnel and equipment to ensure reliable service, to treat all members of the trade community equally and provide reliable service on a “first come-first served” basis, unless otherwise directed by CBP and in other circumstances, such as prioritizing cargo for “front of the line” service for all Customs-Trade Partnership Against Terrorism (C-TPAT) participants and perishable cargo. Adequate personnel includes the personnel required to respond to customer service inquiries and provide timely billing to customers.

VIII. Provide all necessary equipment to safely unload and present any commodity for inspection.

IX. Ensure that assessed fees are limited to those included in the application submitted to CBP and to post the fee schedule, as approved by the APD, to the company website, and bill users directly for services rendered.
X. Submit any changes to the fee schedule in writing to the APD at least 90 calendar days in advance of such proposed fee schedule change. Proposed fee schedule changes are subject to the requirements described in 19 C.F.R. § 118.5.

XI. Refrain from accepting any bonus, rebate, remuneration, or anything of value that may be offered, paid, or transferred to any person as an incentive or reward for the referral of cargo examination business. This does not prohibit legitimate fee arrangements between a CESO and an importer or broker, such as those based on the prompt payment of CES charges or trade discounts. However, all such arrangements must be included in the CESO’s fee schedule as required by 19 C.F.R. §§ 118.4 and 118.5.

XII. Be subject to and cooperate with annual audits of billing practices to ensure adherence to the posted fee schedules.

XIII. Accept and keep safe all merchandise delivered to the CES for examination. Maintain a CBP custodial bond in an amount set by the Port Director—currently $200,000. The bond will include liability for transporting merchandise to the CES from within the district boundaries (see definition of “district” at 19 C.F.R. § 112.1). Such liability is assumed by the CESO when the CESO picks up merchandise for transportation to the facility. The operator also agrees to increase the amount of the bond if deemed necessary by the APD.

XIV. Provide transportation and assume liability for the transportation of merchandise to and from the CES from within the district boundaries.

XV. Adhere to the requirement that all freight is to be delivered to CBP within the required timelines, and not to delay any freight due to any uncollected terminal or CES fees.

XVI. Move cargo that is selected for an enforcement exam to the CES exam site immediately or within one business day of receipt of the transfer authorization from CBP.

XVII. Maintain and make available for CBP examination all records connected with the operation of the CES and retain those records for no less than five years from the date of transaction or examination.

XVIII. Maintain a website that is accessible to the public and provides a container availability system so that importers and their agents, customs brokers, and other interested parties may check on the status of shipments.

XIX. Maintain an inventory tracking system with the ability to find information on current and past inspections conducted at the CES. At a minimum, the system should retain information related to internal controls, such as time into and out of the CES, door/block time, time between when cargo is ready for inspection and
actually presented, reload and repack time. 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 must provide CBP with access to the inventory tracking system, and it must retain these records for no less than five years from the date of transaction or examination. The CESO must also provide monthly statistics as outlined in Attachment A.

XX. Participate in Customs Automated Broker Interface (ABI), Automated Manifest System (AMS), and the Automated Commercial Environment (ACE), to the extent capable.

XXI. Assume responsibility for any charges or expenses incurred in connection with the operation of the CES.

XXII. Maintain at own expense adequate liability insurance with respect to the property within the CESO’s control and for persons having access to the CES.

XXIII. Keep current a list of all employees involved in the CES operation, including all casual and/or temporary labor if utilized, and make the list available to CBP upon request. Additions to or deletions from the list must be submitted in writing to the APD within ten (10) calendar days from the commencement or termination of employment.

XXIV. Complete and submit CBP Form 3078, Application for Identification Card, for all officers, managing officials, persons who have direct or indirect financial interest in the proposed CES operation, and individuals with access to the facility’s recordkeeping, as well as anyone with access to and who will be working in the CES inspection areas.

XXV. Provide written notification to the APD within five (5) calendar days of learning that the CESO, any officer, managing official, or a person that the APD determines is exercising substantial ownership or control over such operator or officer, is indicted for, convicted of, or has committed acts which would constitute a felony, or a misdemeanor involving theft or a theft connected crime.

XXVI. Submit, if requested by the APD, the fingerprints of all officers, managing officials, persons who have direct or indirect financial interest in the proposed CES operation, and employees involved in the CES operation, including all casual and/or temporary labor, if utilized.

XXVII. Provide secure, and maintain, inspectional and administrative spaces needed and utilized by CBP for performance of its duties. This includes, but is not limited to: all cargo inspection storage, floor, and exam spaces; laboratory space; office space; secure/reserved parking spaces; secure storage and tool room(s); Local Area Network room; health and safety spaces to include bathrooms, showers, and locker rooms, lactation support room, and furnished kitchen; all inspectional
office, computing, telephony, and physical security equipment; inspectional and office supplies; and potable water (as noted in the accompanying attachments) at no cost to the government and in conformation with all requirements found in this TIN and its attachments.

XXVIII. Enter into a no cost/nominal cost ($1 per year) lease agreement with CBP for the use and occupation of the inspectional and administrative spaces outlined above. To ensure the facility, systems, grounds, and furnishings are adequately and safely maintained (i.e., all monthly utilities, heating, and air-conditioning systems, phone service, housekeeping, grounds-keeping, maintenance, lighting, finishes, cleaning, and periodic upgrading, etc.) at the Project Sponsor's and/or their approved agent's expense.

XXIX. Fund, install and/or maintain ADP peripheral equipment, telecommunications, internet service provider costs, and certain voice and data communications equipment. The CESO is responsible for all initial IT costs, such as cabling and internet service. The CESO must fund recurring internet service costs.

XXX. Incur all costs for the relocation of any Non-Intrusive Identification (NII) equipment to the CES, provide dry storage for large scale NII equipment and paved radiation exclusion zone at 150 feet wide and at least 550 feet long for large scale NII container scanning operations.

XXXI. Provide cold storage for the examination of the contents of four 40 foot containers.

XXXII. Develop a security awareness program for all CES personnel.

XXXIII. Provide and maintain a separate Homeland Security Presidential Directive 12 ("HSPD-12") compliant access controlled alarm system and motion detection Closed Circuit Television (CCTV) with a Color DVR Recordation System and remote viewing capability for accessing and monitoring all of the CBP areas twenty-four (24) hours daily, seven (7) days weekly, with a minimum thirty (30)-day retention period.

XXXIV. If a Marine Terminal Operator applies to operate a CES, the proposed facility must be completely segregated from terminal operations and have dedicated employees for the CES operation. Such staffing must be sufficient to meet the standards of 19 C.F.R. § 118.4(b) to ensure reliable service. All merchandise must exit the terminal and undergo radiation screening prior to arrival at the CES.

XXXV. Provide a 72-hour backup power solution to enable operational continuity during any electrical service interruptions.
XXXVI. Comply with all applicable federal, state, and local laws, ordinances and regulations, as they would apply to the fulfillment of the responsibilities and service provisions as a designated CESO.

XXXVII. Perform in accordance with any other reasonable requirements imposed by the APD.

Note: Failure to timely facilitate the flow of trade or meet any of the above requirements may result in the APD exercising his/her authority to direct the transfer of merchandise to another CES. See 19 C.F.R. § 151.15(d). It may also lead to suspension or revocation of CES status pursuant to 19 C.F.R. § 118.21.

7. APPLICATION PROCESS:

A. All interested parties must submit the attached CES Application Form (Attachment D) and the corresponding CES Rate Schedule (Attachment E), and may bid on one or more CES facilities. If any additional information is required and cannot fit on the application document, then a referenced addendum may be attached to the application package.

B. All applicants are strongly urged to read 19 C.F.R. Part 118, in particular 19 C.F.R. §§ 118.4 (Responsibilities of a CESO) and 118.11 (Contents of application), to obtain a full understanding of CBP’s expectations of a CES applicant and operator.

C. Potential applicants are advised that all information and materials submitted in the application process become the property of CBP. All information included in the CES application can be subject to review, investigation, and verification. Information included in the application materials will be utilized to determine an applicant’s suitability for consideration in obtaining CESO privileges.

D. The application to operate a CES must contain specific information as required in 19 C.F.R. § 118.11. The service capabilities offered and the physical characteristics of the potential CES location must meet the minimum requirements outlined in this TIN and the accompanying attachments. Failure to provide the required information will preclude further consideration of the application. Applicants that fail to meet any of the minimum requirements will not be considered. Application contents must include the following listed items:

I. Provide the name and address of the facility to be operated as the CES and the name and telephone number of an individual who CBP can contact for further information.

II. Provide an identification of the applicant and type of business entity, e.g., corporation, partnership, sole proprietorship, or other legal identity:

- Corporations must provide a certified extract of the articles of incorporation.
• Partnerships must provide a signed copy of the partnership agreement.
• Fictitious or assumed names – if the applicant is conducting business under a fictitious or assumed name, so state and provide a copy of the fictitious or assumed name filing.
• Sole Proprietors must identify themselves as such.

III. Provide a detailed description of the applicant’s experience with international cargo operations and knowledge of CBP procedures and applicable regulations, or provide a detailed explanation on how the applicant will acquire that knowledge.

IV. Provide any information that relates to other commercial business activities or relationships, or other CBP activities or relationships that are an actual or potential conflict of interest.

V. Provide a description of the CES site’s accessibility and distance from the Port, railhead, and roadway access points as well as any overweight corridors for the purposes of Delaware law. The starting point for calculating distance from the Port will be 1 Hausel Road, Wilmington, Delaware 19801.

VI. Provide a current list of all persons who have direct or indirect financial interest in the proposed CES operation, and all officers and managing officials of the proposed facility. The list must provide the following information:

• Full name
• Company title (position)
• Date of Birth
• Social Security Number

VII. Provide a floor plan of the facility actually dedicated to the CES operation that shows bay doors, exterior features, security features, and staging and workspace, as well as a diagram of the yard space to be utilized in CES operations. In addition, a schematic drawing must be provided for any other structures associated with the CES.

VIII. Provide a schedule of fees utilizing the attached CES Rate Schedule (Attachment E) that clearly shows what the applicant will charge for each type of service. The fee grid should reflect any special costs incurred by the applicant, such as facility modifications to meet specific cargo handling, storage requirements, or CBP security standards. The fees set forth in the schedule shall be comparable to fees charged for similar services in the area to be served by the CES. Charges or fees, other than those connected with the examination of a 40-foot container, will be reviewed during the evaluation process. If any of these fees are deemed excessive, that fact may be considered in selection. The amounts of fees charged for various services will be a factor that may be considered in selection.
IX. Provide proof of an approved custodial bond in the amount of at least $200,000, or a greater amount, as set by the PD. If the applicant does not currently possess such a bond and is selected to operate a CES, one must be obtained prior to the execution of a CES agreement. Bond applications should be submitted on CBP Form 301 to bondquestions@cbp.dhs.gov. Additional information can be found at the following link: https://www.cbp.gov/trade/priority-issues/revenue/bonds/ebond.

X. Provide a detailed list of equipment and explanations of logistical capability that confirms that the applicant will be able to make a variety of cargo available for examination in an efficient and timely manner. Include all relevant specifications for the type of cargo handling equipment to be employed.

XI. Provide a description of the proposed CES facility’s backup power solution.

XII. Provide information regarding the procedures for the detection, decontamination, and removal of hazardous material. The CESO must be able to comply with all statutes and regulations pertaining to the transportation and storage of hazardous materials, including but not limited to 40 C.F.R. Parts 263 and 265.

XIII. Describe the facility’s capability to handle the transport and storage of refrigerated containers and to provide temporary cold storage warehousing of cargo to facilitate the CBP examination process. Make sure to provide the following information in addition to any other description:

- Storage – Number of electrical outlets dedicated to providing power to refrigerated containers within the confines of the secured facility;
- Genset inventory and/or availability; and
- Examinations – Ability to provide temporary cold storage warehouse space or alternative options to facilitate the examination of perishable cargo in a cold storage environment, such as privately owned or controlled refrigerated containers.

8. APPLICATION ADVISEMENTS:

A. Applicants are advised to refer to the minimum requirements portion of this TIN and its attachments. Applicants that fail to meet any of the minimum standards will not be considered.

B. Applicants are advised that the designation of CES status covers only the facility described in the application. If any successful applicant changes the location of the facility during the term of the agreement, the facility’s status as a CES will be terminated. Further, the designation as a CESO cannot be sold, transferred, inherited, or conveyed in any manner. See 19 C.F.R. § 118.3. All corporate applicants must submit a corporate resolution authorizing the signatory to act on behalf of the corporation.
C. The CBP Office of Facilities and Asset Management (OFAM) Project Manager 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.

D. Any materially false statement on the application will result in disqualification and possible prosecution under the provision of 18 U.S.C. § 1001.

E. Applications must be received by the APD on or before 4:30 p.m. on June 15, 2021. Applications received after the closing date/time will not be considered. Applications found to be incomplete may not be considered. All applications and comments should be addressed to:

   Attn: Joseph Martella, Area Port Director
   U.S. Customs and Border Protection
   200 Chestnut Street, Suite 102
   Philadelphia, PA 19106

9. SELECTION PROCESS:

A. The APD will select the applicant(s) that will best meet the examination needs of CBP and have, or will have, the ability to facilitate the movement of import/export cargo as directed by CBP. Additional points will be assigned based on the extent to which minimum requirements are exceeded.

B. If during the selection process, it is determined that the applicant, or an officer, managing official, or a person the APD determines is exercising substantial ownership or control over such operator or officer of the CES, is indicted for, convicted of, or has committed acts which would constitute a felony, or a misdemeanor involving theft or a theft-connected crime, that applicant will be precluded from any further consideration in obtaining CESO privileges.

C. If applicable, the applicant’s and/or its employees’ previous failure to comply with any applicable laws, regulations, rules and/or orders, including but not limited to orders issued by the APD and or PD, will be considered and may preclude the applicant from further consideration.

D. The facility rating will be based on a standardized points system for the specific evaluation criteria contained in the attachments. Additional points may be assigned based on the extent to which minimum requirements are exceeded, as applicable to the designated evaluation criteria.
E. For each applicant that is selected as a potential CESO, a facility site survey and applicant interview will be conducted to verify the information provided on the application and determine a facility rating.

F. After reviewing all applications, comments submitted under 19 C.F.R. § 118.2 and § 118.12, and the overall facility rating, the APD shall make the final determination on the number of needed CES facilities and tentatively select the applicant(s) that will be granted authority to operate a CES.

G. Applicants tentatively selected to operate a CES will be notified in writing. Applicants not selected will be notified in writing and provided a statement indicating the reason for non-selection.

H. Tentative selectees will be required to provide:

I. A list of all persons who have direct or indirect financial interest in the proposed CES operation, all officers, managing officials, and all non-CBP personnel having access to the CES area (drivers, warehouse workers, office personnel, etc.) of the proposed facility upon notification of the tentative selection. The list must provide the following information:
   a. Full name
   b. Company title (position)
   c. Social Security Number
   d. Home address
   e. Date of birth
   f. Place of birth

   Note: Providing social security numbers is voluntary; however, failure to provide the numbers may hinder the investigation process, see 19 C.F.R. § 118.11(f). In the case of an individual born outside the United States, provide the person’s Alien Registration Number, or place and date of naturalization.

II. At the request of the APD, the fingerprints of all persons who have a direct or indirect financial interest in the proposed CES operation and all personnel with access to the proposed facility.

III. A detailed explanation of the means and methods by which the information as outlined in numbers I through II above will be provided to CBP prior to the employment of any individual who will be coming in contact with and/or handling any merchandise under CBP control and/or will be allowed access to any CBP restricted areas within the CES.

I. A TIN will be issued to advise the trade community of the final selection(s) and the date on which the CES(s) will commence operation. If significant capital expenditure would be required to enable an existing facility to meet security or other physical or equipment
requirements necessary for the CES operation, an applicant must request, in the application, time to conform the facility to such requirements. The APD may grant up to 60 days from the date of the TIN announcing the CES selection(s) to bring the facility into conformity with CBP requirements. If deemed necessary by the APD, one 30-day extension period may be granted. In such a case, the CES agreement shall not be executed until those requirements are met. A team of CBP personnel will verify the level of conformity with the requirements prior to the Agreement being executed. If the requirements are not met, the tentative CES selection will be revoked and another applicant may be selected or this solicitation may be republished.

J. The selection shall become final upon execution of the written agreement between CBP and the applicant under 19 C.F.R. § 118.3.

If you have any questions, please contact Port Director Ronald Krempa at 302-326-0600 ext 101 or Supervisor James Korines at 302-326-0600 ext 114.

Joseph V. Martella
Area Port Director
Area Port of Philadelphia

DISCLAIMER: This information has been prepared for your convenience by CBP personnel at the Philadelphia Area Port and Baltimore Field Office. This material is intended to serve as a guide. Recognizing that many complicated factors are involved in CBP procedures, an applicant may consider an independent and qualified source for assistance in preparing a complete and qualifying application package for CESO under this solicitation. Reliance solely on this information may not be considered reasonable care.

Applicants are referred to Treasury Decision 97-96, not provided by this bulletin, which was published in the Federal Register of December 4, 1997, and in Customs Bulletin of December 17, 1997, for in-depth information as to what constitutes reasonable care.
FACILITY MINIMUM REQUIREMENTS
Port of Wilmington, Delaware

The following criteria are the minimum standards for operational and facility characteristics that must be present to be considered for designation as a Centralized Examination Station Operator (CESO). Failure to meet any of the minimum standards will preclude the applicant from further consideration. Additional consideration will be given to those applicants who exceed the minimum required standards as well as the 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 CESO of shipments designated for a CBP examination. The CESO must move these shipments to the CES, as instructed by CBP, immediately or within one business day of the receipt of the transfer notification from CBP. These shipments may contain goods destined for importation or exportation.

3. The same warehouse may be utilized for both CES examinations and container freight station (CFS) Foreign Trade Zone; however, the applicant must clearly detail on the application what doors, equipment, floor space, etc., will be dedicated to each CES and CFS operation. The same doors, equipment, floor space, etc., cannot be utilized for both operations.

4. An applicant should have an existing operation and a facility with the capability of handling cargo and holding cargo intact. If an applicant does not have an existing operation, the applicant must provide sufficient information that guarantees the facility will be operational and able to meet CBP’s and all contractual CES agreement requirements by the time the contract is executed.

5. The CES must have a website that is accessible to the public and provides container status updates.

6. The CESO must be willing to exercise discretion when assisting with CBP operations that are sensitive in nature. For example, a CESO may delay invoicing an importer for billable services to avoid notification.

7. The CESO must have on-hand an adequate amount of equipment to move, store, and unload containers and loose-loaded freight. This equipment may include chassis, trucks, yard trucks, and forklift trucks.
8. The CESO must have adequate personnel, such as truckers, dispatchers, mechanics, administrative personnel, and warehouse labor to unload, store and move containers and loose-loaded freight. The CESO must also have personnel with the experience and knowledge to coordinate the collection and payment of charges to carriers, marine terminals, and other interested parties, as well as the familiarity with CBP procedures.

9. The CESO must provide adequate personnel and equipment to ensure reliable and expeditious service for the opening of, presentation of, 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.

10. The CESO must ensure that the CES facility complies with all applicable federal Occupational Safety and Health Act (OSHA) requirements.

11. The CESO must comply, on a continual basis, with the wage determinations in the Federal Acquisition Regulations (FAR) found in FAR 52.222-1 and 52.222-41 through 52.222-43. The Department of Labor has advised CBP that CES facilities may be subject to the Service Contract Act (SCA) of 1965, as amended. For further information, please contact the DOL.

**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 the CES will commence no earlier than 8:00 a.m. and end no later than 4:00 p.m., Monday through Friday, excluding all federal holidays. However, the 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 on CBP’s operational needs, 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 are needed. After-hours availability may be required on a regular and recurring basis.

**CES Facility Access**

1. As previously noted, 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 locations.

2. An elevator must be available in any multi-level building occupied by CBP.

**Inventory Tracking System**
Attachment A

1. The CES must provide an internal/company operated container tracking/availability system as outlined in the Trade Information Notice.

2. The CESO must provide monthly statistics on the number of examinations, tailgates, and NII exams. 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 the unloading and reloading operations take.

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 facility area.

2. All areas designated for CBP use must have a professionally installed and monitored intrusion detection system (IDS) separate from the CES’ intrusion detection system. Generally, the IDS designated for CBP 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 should 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 and be accessible remotely.

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
Attachment A

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 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, 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 1 inch throw. Lock hardware placed on wood doorframes must be secured with stainless steel screws that are at least 3 inches long. Double doors should have at least one door secured from the inside with sliding deadbolts 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 facility must fully comply with applicable OSHA standards.

2. The CES facility must have a dedicated lighted and 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, roving guard patrols, etc.) on a 7-day, 24-hour basis. See Attachment F for additional requirements.

3. Bi-annual checks for fencing repair must be conducted and reported by the CESO. If repair is needed at any time, the CESO must conduct the repair immediately.

4. The minimum standard for the CES’ container storage capability is two container parking spaces for each cargo door. The facility must have at least 30 cargo doors; therefore, it must have a minimum of 60 container spaces available elsewhere in the yard. The yard area must have the capability to plug in and store reefer containers.

5. A minimum of two yard-tractors for the movement of containers within the complex is required.

6. A minimum space within the yard of 150 feet x 550 feet with a maximum 5% grade to be used for Non-Intrusive Inspection (NII) vehicles must be made available if requested by CBP. 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 the NII vehicles and conduct examinations in the yard safely. CBP will need to be able to stage 30 or more containers at a time for NII operations.

**Warehouse Area**
1. The facility must fully comply with applicable OSHA standards.

2. Standard 110/120 volt, 20 amp electrical outlets must be available at every cargo door for CBP’s exclusive usage.

3. Two cargo doors that CBP designates will also require two (2) 220 volt, 20 amp outlets at each door for CBP’s exclusive usage.

4. Lighting in the staging/examination area must provide sufficient illumination to meet safety considerations and examination requirements. Minimum lighting intensity shall be 300 LUX at floor level.

5. One overhead fluorescent lamp containing four tubes, or its LED equivalent, should be hung not more than four feet above any x-ray machine console.

6. Each cargo door must have suitably elevated lighting that is 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.

**Cargo Doors**

1. A minimum of 30 cargo doors is required. The number of cargo doors/bays is interpreted as at least 30 cargo doors that are dedicated to CES operations and can be worked simultaneously.

2. A minimum of 10 cargo doors must have refrigerated container hookups.

3. The cargo door entrances must be the same height as the dock. If not, specialized equipment must be present to ensure that devanning / reloading of cargo is done in an efficient manner. Lanes should be clearly marked to facilitate spotting containers at cargo doors.

**Floor Space: 50,000 Useable Square Feet**

1. The designated cargo staging/examination area must be dedicated full-time for CES operations regardless of workload.

2. A minimum of 1,000 square feet of open floor space must be provided adjacent to the cargo doors and lying between the doors and the area where cargo is to be staged for inspection. This area is required in order to facilitate the movement of cargo from the containers to the staging/examination area.

3. The CESO must have the ability to ensure that de-vanned cargo is repacked in the same manner in which it was originally packed.
4. The warehouse must have a ramp capable of accommodating vehicles, with low clearance, to be driven into the warehouse.
   - Ramp width minimum of 10 ft.
   - Door dimensions of 10 ft. in height, 10 ft. in width.

5. The minimum standard is the ability to unload a forty-foot container and stack cargo in one straight line at each cargo door dedicated for CBP use.

6. In most cases, cargo must be stacked no higher than 4.5 feet. This requirement will depend on the cargo’s characteristics. For example, exceptions could be made for very large crates or machinery.

7. A minimum of 4 square feet of open floor space (on each side) is required for each shipment staged for inspection.

8. A work area within the staging/examination area must be provided. The work area must be equipped with at least two stainless steel inspection tables and include light fixtures, electrical outlets that meet the following specifications:
   - Tables must not be used for cargo storage.
   - The minimum dimensions of the tables should be at least 40”h x 48”w x 96”l (see Fig. 1 below).
   - The surface of the tables must be cleanable and smooth. The tabletops must be stainless steel (recommend SS 304 #4 Finish).
   - A rubber floor mat must be supplied at each inspection table.

9. An agricultural inspections area that is separate from the staging/examination area must also be provided and conform to the following minimum requirements:

   A. The location must be easily accessible to agriculture specialists and officers, located in a safe and uncluttered area that is away from the flow of warehouse traffic (e.g., stacked cargo, pedestrians, forklifts, and pallet jacks), and must be protected from inclement weather and away from open doorways and drafts.

   B. Must be adequately ventilated.
Attachment A

C. Must be capable of being locked with USDA-APHIS seal for storing quarantined items.

D. Must have at least two inspection tables that conform to the requirements in section 8 above.

E. At a minimum, two 96-inch fluorescent bulbs centered directly over each 48 inch x 96 inch section of the inspection table are needed. The light fixtures must be installed 44 to 56 inches above the inspection surface. Light fixtures may not be installed more than 8 feet above the floor surface.

10. An agricultural lab that conforms to the minimums outlined in Attachment B.

**Minimum space for Pallet X-ray: 1,000 Useable Square Feet (20 ft. L X 50 ft. W)**

1. In addition to the minimum cargo staging/examination area, the CES must have dedicated space for a non-intrusive imaging system. Both 110 and 240-volt outlets on a dedicated circuit must be available within the immediate area adjacent to the non-intrusive imaging system.

2. The CESO is responsible for the costs associated with a site survey, breakdown, relocation, and set-up of a Pallet x-ray and must sign a Memorandum of Agreement to reimburse any costs advanced by CBP. Infrastructure costs are estimated to run between $10,000 to $15,000. The applicant will coordinate with the CBP Project Manager as to the final costs for relocation if applicable.

**Four Post Vehicle Lift, Tire Machine and Air Compressor**

1. The CESO must provide a four-post vehicle lift, a tire-changing machine, and an air compressor. This equipment should enable CBP to remove a vehicle’s gas tank and facilitate the search for narcotics.

2. The CESO is responsible for the costs associated with setting up and maintaining this equipment.

3. Depending on volume, CBP may request for the CESO to develop a fee schedule and personnel to disassemble and reassemble various parts of vehicles for inspection purposes.

4. Location of four post lift and tire-changing machine should be adjacent to the examination area but not interfere with the staging of cargo/pallets.

**Minimum Warehouse Storage Requirements: 1,020 Useable Square Footage**

1. High Security Storage Area: 300 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
E. Must be monitored from all angles with CCTV.
F. Must have lighting that is at least 50 foot-candles (FC).

2. Secure Storage Area for Actionable Pests: 320 square feet
   A. Must be fully enclosed, locking, secure, and airtight.
   B. A functional empty container meets this requirement

3. Secured Storage: 400 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).

4. Cold Storage:
   A. Must provide cold storage for the examination of the contents of two 40’ containers.

Minimum CBP Office Space Requirements: 8,305 Useable Square Footage

1. Dedicated CBP office spaces must be secure and subject to security controls (i.e., intrusion alarms, keyed access at all entrances, coded cipher locks on all doors with warehouse access, etc.). See Attachment Ffor requirements.

2. Dedicated CBP administrative office suite containing the following:
   A. Port Director Office: 200 sq. ft.
   B. Port Director Conference Room that can comfortably accommodate around 10 people: 400 sq. ft.
   C. Open office space: 2000 sq. ft.
      • 25 low-profile workstations/cubicles with desks (minimum 80 sq. ft. each)
   D. Private offices: 750 sq. ft.
      • Five Offices with furniture (minimum 150 sq. ft. each)
   E. Segregated open office management space: 575 sq. ft.
      • 5 Workstations/cubicles (minimum 115 sq. ft. each)
   F. Secured weapons storage room: 150 sq. ft.
Attachment A

G. Weapon cleaning room: 100 sq. ft.
H. One copy room with supplies: 150 sq. ft.
   - One copier
   - One shredder
   - One fax machine
I. One conference/training room with audio and video equipment that can comfortably accommodate around twenty people: 800 sq. ft.
J. One locking, lactation room with no windows and a small refrigerator: 150 sq. ft.
K. Male Restrooms with showers and lockers: 850 sq. ft.
L. Female Restrooms with showers and lockers: 850 sq. ft.
M. Janitor’s closet: 50 sq. ft.
N. Data processing and telecommunications room: 180 sq. ft.
O. Public reception/counter area: 300 sq. ft.
P. File room with file cabinets: 400 sq. ft.
Q. Supply/General storage room: 400 sq. ft.

3. General Notes:
   A. Office space to be directly adjacent to inspection area
   B. All sinks must have potable water supply with hot and cold running water.
   C. All rooms are to be climate controlled within normal American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) HVAC standards.
   D. CBP Office spaces will require analog lines for locations not utilizing Voice over Internet Protocol (VoIP).
   E. Electrical outlets are required throughout the facility for standard operation and specialty equipment.
   F. Ten voice lines must be installed.
   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 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.

   A. Built-in countertop with upper and lower cabinets with shelves and drawers.
   B. Electrical outlets above counter and around room.
Attachment A

C. Kitchen sink with garbage disposal and hot and cold water with separate reverse osmosis tap.
D. One microwave, one dishwasher, two full size refrigerators, and tables and chairs.
E. Ice machine for warm weather outdoor and warehouse operations.
F. One large locking bulletin board.

5. Two Restrooms/Locker Rooms:
   A. The CBP office space must have separate sanitary facilities for male and female CBP employees and these facilities must be for CBP use only.
   B. There must be a sufficient number of fixtures to accommodate all CBP employees assigned to the CES, and the number of fixtures must be sufficient to comply with the State plumbing code, and any other applicable codes, based on the number of CBP employees assigned.
   C. One 12 inches wide x 21 inches deep locker per full or part-time employee. Lockers must be installed on concrete curbs and the lockers’ caps must be sloped down toward floor to prevent storage on tops. CBP will determine the height of the lockers based on available space and types of equipment to be stored. Locker benches must also be provided.
   D. Facilities must have running hot and cold water available.
   E. The facility must be stocked by the CESO with normally expected sanitary amenities (i.e. soap, toilet paper, paper hand towels, mirrors, etc.).
   F. Ventilation fans.

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. Visitor parking should be separated from employee and container parking.

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: 30 minimum
      • Each sized 17 ft. L x 9.5 ft. W

   B. GOV minimum space requirements:
      • Number of spaces: 15 minimum
      • Each sized 17 ft. L x 9.5 ft. W

   C. NII trucks minimum requirements:
Attachment A

- Covered parking area able to withstand all weather conditions
- Number of spaces: 3 minimum
- Two spaces sized 11ft. W x 35 ft. L x 14 ft. H
- One space sized 11 ft. W x 20 ft. L x 14 ft. H

D. Visitor parking minimum requirements:
- Number of Spaces: 5 minimum
- Each sized 17 ft. L x 9.5 ft. W

Miscellaneous Requirements

1. The CBP OFAM PM has final approval authority for meeting CBP facility requirements and will provide official CBP specification to the CESO as needed.

2. First aid equipment and eye wash station available for CBP use in the inspection area.

3. The CESO shall maintain a trained and knowledgeable staff equipped to handle hazardous material cargo.

4. Signage for the entrance doors to the CBP Office, CBP secured parking, and visitor parking areas.

5. CESO must provide its UPS and back-up generators’ specifications.

6. The CESO must maintain a regular program of rodent and pest control for all indoor areas designated for CES operations (including without limitation to the CBP offices and staging/examination area).

7. The CESO shall provide regular cleaning and maintenance of the CES, CBP office space, and secured parking areas during normal business hours. Custodial services will not be required outside of normal operating hours. The CESO shall not issue any keys to CBP designated/controlled areas to custodial staff. The CESO shall supply paper towels, toilet paper, and liquid soap together with appropriate dispensers for the break room and the restrooms.

8. Janitorial services should be performed according to the following minimum schedule:

   A. Five 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), sweep and damp mop floors, 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.
Attachment A

- Clean and disinfect all breakroom and lactation support room fixtures (i.e., refrigerator and microwave door handles, counter and table tops, hot and cold faucet handles, and sink).
- Dispose of all trash and garbage generated and found in, about, and outside the building.

B. Three times per week
- Damp mop all resilient floors in corridors, breakroom, and entrances.
- Damp wipe tiled portions of restroom walls and stall partitions.
- Vacuum carpets and rugs and remove carpet stains.

C. Once 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 Months
- Dust window blinds, curtains, shades, overhead pipes, air vents, and molding.
- Clean fans and exhaust vents.
- Wash windows inside and outside.
- Spot clean walls, partitions, and doorframes, apply paint when spot cleaning does not remove marks.

Note: The CESO shall keep all restroom facilities, including fixtures and fans, in good operating condition and make repairs as needed when requested by CBP and 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 and 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.
AGRICULTURE LAB REQUIREMENTS
Port of Wilmington, Delaware

A separate Agriculture lab (not included in the CBP administrative office space) with a separate
doors and a minimum of 160 useable square feet must be provided and equipped with the
following:

1. Washable and non-slip floors with floor drains.
2. Washable walls and ceilings.
3. Counter space that is a minimum of 8 feet long and 29 inches deep with built in two basin
commercial stainless steel sinks that each have a 24 inch high back splash and a 36 inch
stainless steel washboards on each side or stainless steel counter tops. Each basin must be
a minimum of 28 inches wide and 15 inches deep and must be supplied with hot and cold
running water. One basin must be equipped with a 5-horsepower minimum in-sink
industrial grinder and pull down sprayer. The other basin must have a gooseneck faucet.
Waste water line must be 6 inches wide. There must be a minimum of 4 electrical outlets
above each counter.
4. A workbench with open space for legroom underneath. Above the workbench must be a
minimum of 8 electrical outlets. The workbench must be a minimum of 8 feet long and
29 inches deep. A minimum of 8 feet of overhead storage cabinets must be provided over
the workbench. Two overhead lights must be mounted to the bottom of these cabinets for
use at the workbench.
5. A full-size refrigerator and freezer and an associated outlet.
6. HVAC that follows normal ASHRAE HVAC standards—individual room control, fume
hood vented to the outside to provide 100% exhaust and to provide negative air pressure
to the outside of the lab.
7. Plumbing: 5-horsepower grinder S / S sink, Double S / S sink, floor drains, 6 inch waste
line. Wall behind stainless steel sink should have 24-inch high stainless steel washboard
extending 36 inches at both ends of sink.
8. Electrical: Normal convenience power standards. Multiple dedicated computer circuits.
9. Emergency power backup: GFI/Power receptacle above work counters.
10. One data line drop and one voice line drop at the workbench area for a computer, digital
microscope/computer connectivity, and telephone.
11. Recessed incandescent lighting with dimmer control and under-cabinet desk lighting.
12. Spill Kit: A spill kit that is immediately available to workers tasked with cleaning up a spill must include the following items:

- **A.** USDA-APHIS-authorized disinfectant
- **B.** Equipment to pick up solid material (such as a shovel or broom and dustpan)
- **C.** Gallon plastic container(s) filled with clean water adequate to achieve proper cleaning and disinfection
- **D.** Insulated box, such as an ice chest, for holding the materials used to disinfect and labelled “DISINFECTANT KIT” with the directions for its use typed and affixed to the inside of the lid
- **E.** Labels and Safety Data Sheets (SDS) for all APHIS authorized disinfectants on premises
- **F.** Leak-proof, 3 mil plastic bags to hold collected material
- **G.** Spray bottle with label
- **H.** Permanent marker pen to write on labels
- **I.** Roll of paper towels or other materials to contain and absorb liquids
- **J.** Scrub brush
- **K.** Spray bottle
- **L.** Standard operating procedures for selecting, mixing, and applying APHIS authorized disinfectants

The CBP OFAM PM has final approval authority for meeting CBP operational requirements and will provide official CBP specifications to the CESO as needed.
Data Processing and Telecommunications
Area Port of Wilmington DE

Introduction

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

For law enforcement purposes, certain electronic systems, as outlined here, are funded, upgraded, maintained and provided by the CESO, but are procured, imaged, installed, serviced, and controlled by CBP. Site modifications may be required to meet DHS and CBP standards. The requirements described in this document address typical installations. As each facility is unique and variances occur from site to site, it is required that the CBP Office of Facilities and Asset Management (OFAM) and Information Technology (OIT) be involved during project planning. The CBP OFAM will assign a Project Manager (PM) to oversee overall project design and construction, identify CBP requirements to the CESO for specific LAN/Telco room layout and equipment specifications for each facility. The OFAM PM is solely responsible for making any changes to the specifications outlined in this attachment, including identifying any emerging technologies required to support CBP operations.

Responsibilities

The CESO is responsible for funding, upgrading, maintaining, and providing certain voice and data communications equipment. The CESO will control the voice communications equipment and services. For law enforcement purposes, CBP will procure, image, install, service, and control all data communications equipment utilized for CBP operations. The CESO is also financially responsible for all initial and recurring circuit costs. But, CBP will procure, install and service the circuit(s). The CESO shall provide and install all systems infrastructure for both the data processing and voice communication systems. This includes, but is not limited to, duct banks between buildings, entrance raceways, backboards, punch down blocks, wireway, cabling, dedicated conduit, data and voice jacks throughout the facility, power panels, and receptacles. CBP must be present during all cable pulls for the CBP areas. The CESO must enter into a Memorandum of Agreement to reimburse CBP for the costs related to providing information technology services at the CES.

Computer Systems

CBP will procure, receive, image, install, and service a sufficient quantity of local area networks (LANs) to support commercial processing and administrative functions, for which the CESO will bear the associated costs. Each network generally includes gateways, switches, fileservers,
personal computers, printers, additional computer peripherals, and data communications hardware and software. It is the responsibility of the CESO to provide all necessary infrastructures to support the chosen topology, including the following: electrical power; an uninterruptible power supply (UPS); all required cabling, dedicated conduit and dedicated data circuits; and proper HVAC to assure optimum equipment performance.

CBP will also procure, receive, image, install, and service all personal computers, peripherals and LAN equipment required to support law enforcement, commercial processing and administrative functions carried-out at an operation, which will be funded by the CESO.

Access is through a network of computer peripherals located in various operational areas of the processing facility. System hardware is located in the secure CBP LAN/Telco Room. For each facility, the OFAM PM will furnish specific room layouts and hardware requirements. Dedicated and secure data lines connect this room to the off-site Wide Area Network (WAN). The equipment and equipment configuration for the location will be determined by the workload. It is essential that the CESO purchases and installs adequate conduit and cabling to assure the proper operation of the required CBP system. CBP must be present during all cable pulls to CBP areas.

Depending upon the complexity of the ADP equipment at the location, the OFAM PM will conduct site surveys as needed. CBP will review its findings with the CESO, such as the requirements for the ADP infrastructure, dedicated electrical requirements, layout for the equipment, and the installation schedule. CBP requires at least a 120-day lead-time to procure the equipment and dedicated data circuit for a facility after funds are received from the CESO.

CBP will be responsible for the procurement, receipt, installation, servicing, maintenance, and troubleshooting of all ADP-related matters.

The Commercial Processing/Administrative Support Computer System is normally confined to the CBP office areas. Its hardware is caged in the secured CBP LAN/Telco room. The installation of proper cabling is important in all offices. The installation of proper cabling and dedicated conduit is significant in open office configurations that need floor conduits since desks and officers’ workstations often are not located adjacent to a convenient wall surface. The OFAM PM will provide specific requirements to the CESO; however, the minimum wiring standard for each desk or workstation location is one (1) voice drop, one (1) data drop, and one (1) 120 VAC, 6-8 AMP quadraplex electrical outlet. In addition, the CESO must also provide one (1) data drop and one (1) 120 VAC duplex electrical outlet for each LAN/host addressable printer, and one (1) Voice drop and one (1) 120 VAC duplex electrical outlet for each FAX machine. Private offices should have a minimum of two (2) voice drops and two (2) data drops to permit alternate furniture placement. CBP OIT will assist the CESO in planning to support both the commercial processing and administrative computer systems so that sufficient cabling and adequate power are provided to the LAN Topology.

**Local Area Network Topology**

In some locations, Ethernet LANs are supported by CBP. When supported, the current standard is the Ethernet (100BASE-T) star-wired LAN topology. Both LANs require the use of unshielded twisted pair (UTP) Category-6 cabling. The OFAM PM will provide official
Attachment C

specifications for cabling topology during the facility-planning phase. All CBP configurations facilitate cargo processing and support office automation. CBP LAN users have access to the CBP mainframe applications, multiple databases, development tools, word processing, automated spreadsheets, and other applications for law enforcement purposes.

The data and phone lines needed by personnel using these networks will be obtained by the CESO and provide the appropriate wiring and necessary conduit to support the current and future requirements of this application.

**Voice Communication Systems**

The CESO is responsible for purchasing, installing, and maintaining all necessary voice communication equipment required to provide CBP with a complete telephone system, including a voice mail system. The CESO must coordinate with the OFAM PM early in the planning phase. The OFAM PM will make all final decisions regarding CBP facility needs as they relate to these specifications.

**Cabling Requirements**

Typical LAN/Telco room layouts are based on the equipment caged in the room and can vary from facility to facility. The CBP OFAM PM will provide official CBP specifications for CBP data and voice terminations, and make all final decisions regarding cabling specifications and systems design. Conduit between buildings is the responsibility of the CESO. CBP must be present during all cable pulls to CBP areas.

**Installation Requirements**

The CBP OFAM PM will provide CBP official specifications for installation requirements during the planning phase. The following are some known CBP minimum installation requirements:

1. The wiring used in the network shall be UTP Category-6 orange plenum rated cable, IBM Type 1 or Type 2.

2. UTP Category-6 cable shall be terminated with appropriate Category-6 parts. The present wiring standard is AT&T 568B with female RJ45 interfaces on both ends. All wire terminations, in the proper computer rooms, shall be on AMP’s rack mountable ACO patch panels (P/N 556701-2) using ACO kits (P/N 555600-1). Data inserts for the kits shall be female RJ45 Category-6 rated (AMP P/N 557258-1). The equivalent AT&T parts numbers are 1100CAT6-24, 48, 64, or 96 for patch panels and M100CH-112, 8pos., 8-conductor, EIA/TIA T568B inserts for workstations. All terminations shall meet the TSB-40 specifications.

3. Terminate cable with appropriate Category 6, 568B parts. All wiring terminations in the LAN/Telco room(s) shall be on rack mountable patch panels. Kit data inserts shall be female RJ45 Category 6, 568B rated. All terminations must meet the TSB-40 specification.
Attachment C

4. All cabling shall be correctly labeled at both ends and certified tested to conform to industry accepted four-way testing of cable runs. CBP must be present during all cable pulls to CBP areas.

5. All cables shall be home-run from a central, convenient termination point, normally the secure CBP LAN/Telco rooms located in the administrative office complex. This room has special construction standards to prevent unauthorized access or accidental tampering with the cabling or LAN/Telco equipment. The OFAM PM will furnish specific LAN/Telco room construction specifications for each facility.

6. The length of UTP or IBM cable from the central termination point to the workstation cannot exceed 300 linear feet, including patch cables. In cases where this limitation has been exceeded, fiber optic cable (specifications to be determined by distance from MDF) shall be run to extend the limitation. The CESO must also provide the space used to house remote equipment and furnish and install the fiber optic cable. When used, fiber optic cable shall be terminated with ST style connectors.

7. The OFAM PM shall approve all cabling specifications and parts during the facility planning phase. Dimensions of computer rooms will be based on the equipment caged and housed in the room.

8. It is the CESO’s responsibility to assure that there is sufficient cabling and secure conduit provided to support the phone and data DEMARK room to the LAN/Telco room(s), and between the LAN/Telco room(s) and the associated closets. The OFAM PM will make final decisions regarding facility needs as they relate to CBP official specifications.

9. Where dedicated conduit is required, it shall be sized to accommodate projected growth thru 2025 or 25%, whichever is greater.

**Power Requirements**

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

**LAN/Telco Rooms**

Data processing and telecommunications equipment shall be co-located and separately caged in the LAN/Telco room. Any CESO information systems co-located within LAN/Telco room in shall be physically segregated from CBP information systems. The LAN/Telco room shall have a dedicated power panel fed from the facility UPS/Generator. Dedicated 120 volt AC, 20 or 30-ampere outlets shall be run from the LAN/Telco room power panel as required. The number of outlets required and circuit ratings will depend on the equipment that will be installed in the room. The LAN Room will need to be climate controlled to maintain internal temperature of 65-degrees F. A dedicated HVAC system is required to maintain the necessary internal temperature. The OFAM PM will furnish CBP official requirements for the LAN/Telco rooms during the
Attachment C

project planning phase.
CENTRALIZED EXAMINATION STATION APPLICATION
Area Port of Philadelphia, Port of Wilmington, Delaware

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 be subject to review, investigation, and verification. Application information will be utilized as a decision support mechanism for the evaluation and selection process. Incomplete applications will not be considered.

Instructions: Applicants must attach a cover letter on company letterhead. For this application, the local criteria determined essential to the selection process and for which applicants will be evaluated are contained within Attachments A, B, C, E, and F.

When answering the questions below, applicants should consider only proposed spaces/facilities that are or will be solely devoted to the CES operation. If a question’s answer is “No,” but the applicant agrees to make the changes necessary that would allow the answer to be “Yes,” please indicate “Will Provide.” If you believe a question is not applicable, then write “N/A.” If a question asks about the applicant’s knowledge of or experience with a particular topic and the applicant lacks that experience or knowledge but plans to acquire it, the applicant may select “Will Provide.” For any question that inquires about a specific quantity of an item, a number must be provided, even if that number is zero.

Applicants may provide additional information and attachments. Any applicant who does not provide all of the specified information below may be precluded from further consideration. In addition to completing Attachment D, applicants must include information and documentation as noted in the Trade Information Notice and in accordance with 19 C.F.R. § 118.11 and information and documentation that demonstrates that CBP’s minimum requirements are met.

CES APPLICANT: ____________________________

PROPOSED ADDRESS: ____________________________

PHONE: ____________________________

E-MAIL: ____________________________

CONTACT PERSON: ____________________________

APPLICATION SUBMITTED BY: ____________________________
AREA OF CONSIDERATION

1. What is the distance in miles from the proposed facility to 1 Hausel Road, Wilmington, Delaware 19801? 
   _____miles

2. How many miles is the proposed facility from the nearest major highway? 
   _____miles

GENERAL REQUIREMENTS

1. Does the application package contain the name and address of the facility to be operated as the CES, the names of all principals or corporate officers, persons having direct or indirect financial interest in the proposed CES operation, and the name and telephone number of an individual to be contacted for further information?
   Yes   No   Will Provide

2. Does the application package contact a list of all employees involved in the CES operation setting forth their names, titles, dates of birth, and social security numbers or alien registration numbers? (Providing social security numbers is voluntary; however, failure to provide the numbers may hinder the investigation process.)
   Yes   No   Will Provide

3. Does the application package contain a description of the accessibility of the CES within the Port or other location, and a floor plan of the facility actually dedicated to the CES operation showing bay doors, refrigerated areas, secured-storage areas, office space, interior and exterior features and security, including permanent physical barriers, and cargo staging/holding/examining areas and workspace dimensions?
   Yes   No   Will Provide

4. Is a fee schedule included that clearly shows what the applicant will charge for each type of service?
   Yes   No   Will Provide

5. Does the application package include a copy of an approved custodial bond on CBP Form 301 in the amount of $200,000?
   Yes   No   Will Provide
6. Is the applicant fully aware of the requirements of Executive Order 12989, dated February 13, 1996, particularly with Sections 1 (a) and (b), which pertain to the lawful employment of aliens and to the anti-discrimination requirements of the Immigration and Nationality Act and of any other applicable laws?

   Yes  No  Will Provide

7. Does the application include a detailed list of equipment on company letterhead that shows that the applicant can make a variety of cargo available for examination in an efficient and timely manner?

   Yes  No  Will Provide

8. Does the applicant have experience in international cargo operations (CFS/CES)? How many years?

   ____ years

**FACILITY**

1. Does CES applicant own the proposed CES facility?  Yes  No

2. Does CES applicant lease the proposed CES facility?  Yes  No

   A. If facility is leased, please provide comments as to lease arrangements with owner and state when the current lease will expire.

      _____ expiration

   B. Is the lease extendable?  Yes  No

   C. If no facility is currently leased, indicate when the lease will be signed and the terms of the anticipated lease agreement.

      ____ date

**FACILITY FEATURES**

1. Is there a permanent physical barrier separation between CES and other cargo operations? “Permanent” means not capable of being moved without the use of heavy equipment and not able to be physically scaled over.

   Yes  No  Will Provide

2. Provide the CES facility dimensions for the:

   A. Entire CES facility including CBP work areas:  _____ sq. ft.

   B. CBP employee/supervisor work area/offices:  _____ sq. ft.
Attachment D

C. CES warehouse area for CBP examination: _____sq. ft.

D. Cargo stripping area: _____sq. ft.

E. Average space directly behind each cargo bay door: _____sq. ft.

F. High security storage area for CBP detained goods: _____sq. ft.

G. Secured storage area for CBP equipment: _____sq. ft.

H. Fenced container storage capacity: _____ # of containers

I. Reefer container storage capacity: _____ # of reefers

3. Is there sufficient space to safely maneuver and position containers at all bay doors?
   Yes   No   Will Provide

   A. Identify clearance space available to maneuver and position containers at each bay door:
       _____feet

   B. Will there be a designated area with clearly marked lanes for trucks awaiting service that
      will not hinder internal traffic?
       Yes   No   Will Provide

   C. Do you have an existing operation and facility capable of handling large volumes of cargo
      and holding cargo intact?
       Yes   No   Will Provide

   D. If existing, does your operation have the ability to accommodate various types of:

       FCL and LCL freight             Yes   No
       Perishable cargo                Yes   No
       Hanging garment containers      Yes   No
       Scrap Metal (including loose-loads) Yes   No

4. Number of container positions:

   Cargo Bay Doors: _____________

   Apron Positions: _____________

5. Will each cargo door have enough floor queuing space adjacent to it so as to allow complete de-
   vanning of all the cargo within a forty-foot container, space to stack cargo no higher than 4.5 feet
Attachment D

depending on the characteristics of the cargo in a straight line, and provide minimum of three feet of pen floor space on each side at each cargo door dedicated for each shipment staged for CBP inspection of said cargo?

Yes    No    Will Provide

6. Number of proposed dual electrical outlets at each container position:     _______ outlets

7. Number of proposed dual electrical outlets per square foot inside facility:     _______ outlets

8. Will there be sufficient direction-adjustable lights at each container position?

Yes    No    Will Provide

9. Will there be an area for two fixed-site pallet x-rays with 240-volt electrical services for each?

Yes    No    Will Provide

10. Will the facility meet the physical security standards outlined in Attachments A and F and the physical security requirements for all other proposed CBP areas?

Yes    No    Will Provide

11. Will there be access control security protections on all exterior doors and windows to the proposed CBP areas?

Yes    No    Will Provide

12. Will there be a secured-fencing to enclose the areas around cargo storage structures, support buildings and exterior stored cargo?

Yes    No    Will Provide

13. What is the number of gates that allow access to the CES?

__________ gates

14. Is there a manned gatehouse during business hours?

Yes    No    Will Provide

15. Is there separate secured-access to the proposed CBP employee parking area that is subject to security controls?
16. Provide the total number of proposed secured-enclosed parking spaces that will be available for CBP government (GOV) vehicles, secured personally-owned (POV) vehicles, handicap, and visitors:
   a. GOV: _______spaces
   b. POV: _______spaces
   c. Handicap: _______spaces
   d. Visitor: _______spaces

17. Will there be sufficient lighting provided for:
   a. Entrances, exits, and around gatehouses? Yes No Will Provide
   b. Outside cargo and holding areas? Yes No Will Provide
   c. Along secure fence lines? Yes No Will Provide
   d. Proposed CBP secured-enclosed parking areas? Yes No Will Provide

18. Will there be access control devices on building gates and equipment storage areas to protect against unauthorized entry?
   Yes No Will Provide

19. Will there be security features for the CES (identify features proposed, if any)
   a. Central Alarm Yes No Will Provide
   b. Separate alarm for CBP offices Yes No Will Provide
   c. Separate alarm for CBP offices with CBP-only access code Yes No Will Provide
   d. Closed Circuit TV with recording capabilities Yes No Will Provide
   List additional security features, if any: ________________________________________________

**FACILITY EQUIPMENT**

1. Provide responses to the following:
   a. Number of forklifts (under 5,000 lbs) _______number
   b. Number of forklifts (5,000 to 10,000 lbs) _______number
Attachment D

c. Number of forklifts (over 10,000 lbs) ________ number

2. Indicate whether the proposed facility will have the following equipment:

   Rug Poles                        Yes  No  Will Provide
   Barrel Clamps                   Yes  No  Will Provide
   Forklift scale                  Yes  No  Will Provide
   Floor Scale (up to 5,000 lbs)   Yes  No  Will Provide
   Equipment to handle vehicles and boats Yes  No  Will Provide
   Squeeze clamps                  Yes  No  Will Provide
   Skid/pallet pullers            Yes  No  Will Provide
   Additional pallets for stacking Yes  No  Will Provide
   Pallet jacks                    Yes  No  Will Provide
   Banding equipment              Yes  No  Will Provide
   Garment hangers                Yes  No  Will Provide
   Other bulk loading, specialized or other equipment, if yes will provide details: ________________________________

LABOR

1. Will labor be available during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday?
   Yes  No  Will Provide

2. If additional labor is required, how much time is required to order additional labor to the CES during hours of 8:00 a.m. to 4:00 p.m., Monday through Friday?
   ______ minutes ______ hours

3. Will labor be available before and after normal work hours provided 24-hours’ notice is given?
   Yes  No  Will Provide

4. Will the labor force be permanent employees?
   Yes  No  Will Provide

5. Will the labor force be part-time employees?
   Yes  No  Will Provide

6. Will the labor force be comprised of any day laborers?
7. Will a manager be on-site to supervise the CES labor and ensure dwell times and dray times are managed?

8. Indicate the type of custodial services the proposed CES will provide:
   a. Contracted Services
   b. Scheduled service

9. Will the following minimum cleaning schedule be maintained for CBP work areas?
   - Trash pick-up once daily
   - Kitchen/Breakroom once daily
   - Bathrooms once daily
   - Offices every-other day
   - If carpeted, vacuumed every-other day
   - If carpeted, shampooed/cleaned six times per year

10. Indicate safety features the proposed CES will provide:
    - Hazmat Coordinator
    - Hazmat Plan (Standard Operating Procedure)
    - Certified Hazmat Handlers
    - First Aid Station
    - Eye Wash Station

**OFFICE SPACE REQUIREMENTS**

1. How much basic dedicated CBP office space will be provided? _______ sq. ft.
2. How much space, if any, will be provided for separate supervisory offices? _______ sq. ft.
3. Please indicate whether the following will be provided:
Attachment D

a. Breakroom:  

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Will Provide</th>
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</table>

b. Office furniture, desks, computers, monitors (x2 per desk), keyboards, mice, scanners, etc.  

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<th></th>
<th>Yes</th>
<th>No</th>
<th>Will Provide</th>
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c. Separate, secure communication room for CBP LAN  

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Will Provide</th>
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d. CBP LAN equipment  

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Will Provide</th>
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e. High Volume Copy Machine  

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<th>Yes</th>
<th>No</th>
<th>Will Provide</th>
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f. Facsimile Machine  

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<th>Yes</th>
<th>No</th>
<th>Will Provide</th>
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</table>

4. Will potable water and sanitary facilities for males and females be adjacent to the proposed CBP office area and designated and labeled for “CBP USE ONLY?”  

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Will Provide</th>
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</table>

5. Indicate the number of female and male restroom facilities with lockers and showers that will be adjacent to proposed CBP office area:  

   _____female  
   _____male

OTHER  

Provide any additional information related to the proposed CES facility or logistics including, but not limited to, requests for time to conform to CES facility to CBP requirements (attach additional sheets if necessary).
I certify that the information provided in this Application and Fee Schedule is true and accurate.

<table>
<thead>
<tr>
<th>Name (Print or Type)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
CENTRALIZED EXAMINATION STATION FEE SCHEDULE

Area Port of Philadelphia, Port of Wilmington, Delaware

CES Applicant Name: ____________________________________________

Applicants must complete this fee schedule in full. Proposed fees may be reported for activities not currently engaged in by the applicant. 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.

Commercial Compliance De-vanning - Full/Partial Containers

(Does not include Garment On Hanger or Special Commodities)

<table>
<thead>
<tr>
<th></th>
<th>20’ Container</th>
<th>35’ Container</th>
<th>40’ Container</th>
<th>45’ Container</th>
<th>48’ Container</th>
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</thead>
<tbody>
<tr>
<td>Minimum Charge - Full</td>
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<tr>
<td>Maximum Charge - Full</td>
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<tr>
<td>Minimum Charge - Partial</td>
<td></td>
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</table>
Centralized Examination Station Fee Schedule

CES Applicant Name: ______________________________

The following are included or additional to the above as indicated. (Check as appropriate and indicate fee if applicable):

<table>
<thead>
<tr>
<th>Activity</th>
<th>Included</th>
<th>Additional</th>
<th>Added Fee, If Any</th>
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</thead>
<tbody>
<tr>
<td>Drayage from __________ to CES</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Drayage from CES back to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gate (Time In and Out)</td>
<td></td>
<td></td>
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<tr>
<td>Back-In</td>
<td></td>
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<tr>
<td>Break Seals/Reseal/Record</td>
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<tr>
<td>Photographs</td>
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<td></td>
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<tr>
<td>Strip and Re-stuff</td>
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<tr>
<td>Inspection Preparation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Documentation/Administrative</td>
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</tbody>
</table>

Included in the above are the opening and closing of ____________ Cartons. For additional cartons, see "Miscellaneous Rates".

Discount to importers that dray from Terminal to CES with their own equipment: $__________.
Centralized Examination Station Fee Schedule

CES Applicant Name: ______________________________________________

**LCL Examinations**
(Does not include Garment On Hanger or Special Commodities)

Minimum Charge: $__________________________

<table>
<thead>
<tr>
<th>Package</th>
<th>Rate/CBM</th>
<th>Rate/1,000 kg</th>
<th>Rate/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crates</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Pallets</td>
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<td></td>
<td></td>
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<tr>
<td>Bales</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Drums</td>
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</table>

The following are included or additional to the above as indicated
(Check as appropriate, indicate Fee):

<table>
<thead>
<tr>
<th>Activity:</th>
<th>Included</th>
<th>Additional</th>
<th>Added Fee, If Any</th>
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</thead>
<tbody>
<tr>
<td>Drayage from _____________ to CES</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Drayage from CES back to</td>
<td></td>
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<tr>
<td>Unloading and Reloading</td>
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<tr>
<td>Documentation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Use of Floor Space</td>
<td></td>
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<td></td>
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<tr>
<td>Use of Equipment</td>
<td></td>
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</tbody>
</table>

Included in the above are the opening and closing of _____________ cartons.
For additional cartons, see "Miscellaneous Rates".
Attachment E
Centralized Examination Station Fee Schedule

CES Applicant Name: ______________________________________________

Garments On Hangers (GOH)

Minimum Charge Per 20’ Container: $ ________________
Maximum Charge Per 20’ Container: $ ________________
Minimum Charge Per 35’ Container: $ ________________
Maximum Charge Per 35’ Container: $ ________________
Minimum Charge Per 40’ Container: $ ________________
Maximum Charge Per 40’ Container: $ ________________
Minimum Charge Per 45’ Container: $ ________________
Maximum Charge Per 45’ Container: $ ________________
Minimum Charge Per 48’ Container: $ ________________
Maximum Charge Per 48’ Container: $ ________________

Unloading & Reloading - Weight Per Piece

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>0-8 Oz.</th>
<th>9-16 Oz.</th>
<th>17-32 Oz.</th>
<th>33-48 Oz.</th>
<th>49-64 Oz.</th>
<th>&gt; 64 Oz.</th>
</tr>
</thead>
</table>
Centralized Examination Station Fee Schedule

CES Applicant Name: ______________________________________________

**Sorting - Weight Per Piece**

<table>
<thead>
<tr>
<th>0-8 Oz.</th>
<th>9-16 Oz.</th>
<th>17-32 Oz.</th>
<th>33-48 Oz.</th>
<th>49-64 Oz.</th>
<th>&gt; 64 Oz.</th>
</tr>
</thead>
</table>

**Garments On Hanger Note:**

If Full Container, see "Commercial Compliance De-vanning" for items included in charge.

If Partial Container, see "LCL" for items included in charge.

Facility Charges: $____________________

The following are included or additional to the above as indicated.

<table>
<thead>
<tr>
<th>Activity:</th>
<th>Included</th>
<th>Additional</th>
<th>Added Fee, If Any</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gate (Time In and Out)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back-In</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open / Close Doors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Break Seals/Reseal/Record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Floor Space</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Usage by CBP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation/Administrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drayage from ___________ to CES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drayage from CES back to _______</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Centralized Examination Station Fee Schedule

**CES Applicant Name:** ______________________________________________

### Labor Charges for Anti-Smuggling Unit Examinations

<table>
<thead>
<tr>
<th>Labor</th>
<th>20’</th>
<th>35’</th>
<th>40’</th>
<th>45’</th>
<th>48’</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBP Strip/CES Stuff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CES Strip/CES Stuff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Miscellaneous Fees

1. **Reefer Cargo Storage**

   - Full Containers with Gen Set $ \_\_\_\_\_\_\_\_/Day
   - Full Containers without Gen Set $ \_\_\_\_\_\_\_\_/Day
   - Fuel $ \_\_\_\_\_\_\_\_/Gal.
   - LCL $ \_\_\_\_\_\_\_\_/Day (Plus normal examination charges)

2. **Opening and Closing Charge for Examination**

   (See "Commercial Compliance De-vanning" and "LCL" for number included in basic rate)

<table>
<thead>
<tr>
<th>Carton</th>
<th>Crate</th>
<th>House-hold Crate</th>
<th>Bag</th>
<th>Bale</th>
<th>Drum</th>
<th>Pallet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Centralized Examination Station Fee Schedule

CES Applicant Name: _______________________________________________________

3. Sorting/Segregation
   
   Cost Per Labor Hour: $ ______________

4. Free Time after Initial Examination by CBP

<table>
<thead>
<tr>
<th></th>
<th>40’ Full Container</th>
<th>20’ Full Container</th>
<th>LCL</th>
<th>40’ Reefer Container</th>
<th>20’ Reefer Container</th>
<th>LCL Reefer</th>
<th>LCL GOH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Storage Charges Per Day after Free Time
   
   Full Container (Dry Cargo): $ _____________/Day
   
   LCL (Dry Cargo) Per B/L: $ _____________/Day

6. Shipment on Government Hold Storage Fee
   
   On Floor In Warehouse: $ _____________/Day
   
   In Container Yard: $ _____________/Day

7. Describe Any Additional Charges (Eg. Overtime Rates, Weekend, and Holiday Rates, Etc.)

8. Describe any Discounts or Rebates
PHYSICAL SECURITY STANDARDS FOR CBP BONDED FACILITIES
Area Port of Philadelphia, Port of Wilmington, Delaware

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 action 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.

A. 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.

B. 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.

C. Facility Protection Systems
   Facility protection systems, such as fire suppression and alarm systems, hazardous gas detection systems, and air scrubbers’ should be secreted and monitored for unauthorized
Attachment F

tampering or shut-down by an approved remote alarm company. The integrity of such monitored alarms should be periodically tested.

D. 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 from outside intrusion must be documented.

E. 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.

F. 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.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. Conveyance Security
Attachment F

The following elements outline a sound conveyance security process:

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

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

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

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

V. 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;

VI. A process in place for approving and certifying transporting materials;

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

EMPLOYEES (PERSONNEL)

A. 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.

B. Personnel Security/Background checks/investigations

Process must be in place to screen prospective employees 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, visitor and vendor identification badges. Bonded facility proprietors must establish procedures for the issuance, removal, and changing of access devices (e.g., keys, key cards, etc.) and this must be documented.

C. 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.
Attachment F

D. Personnel Termination Procedures

Bonded facility proprietors must have procedures in place to remove identification and facility and systems accesses for terminated employees.

E. 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 period 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.

A. Visitors

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

B. Deliveries (including mail)

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.

C. Challenging and Removing Unauthorized Persons

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

INFORMATION TECHNOLOGY SECURITY

A. Password Protection

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

B. Accountability

A system must be in place to identify IT violations including improper access, tampering, or 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.