

## **Part One - Application Contents**

Each application to operate a CES shall consist of the following information as required by 19 CFR 118.11 and as determined by the Port Director. Any applicant not providing all of the specified information below may be precluded from further consideration.

- a. The name and address of the facility to be operated as the CES, and the name and telephone number of an individual to be contacted for further information;
  - a. An identification of the applicant, and type of business entity:
  - b. Corporations must provide a certified extract of the articles of incorporation.
  - c. Partnerships must provide a signed copy of the partnership agreement.
  - d. A Sole Proprietor must identify his/her self as such.
  - e. Fictitious names - if the applicant is conducting business under a fictitious name, so state and provide a copy of the fictitious name filing.
- b. If applicable, a corporate resolution authorizing the signatory to act on behalf of the corporation. Any false statements on the application may result in disqualification and possible prosecution under the provisions of 18 USC 1001;
- c. Any information relating to other commercial business activities/relationships, or other CBP-related activities/relationships, which are an actual or potential conflict of interest;
- d. Information showing the applicant's experience in international cargo operations and knowledge of CBP procedures and applicable regulations or a commitment to acquire that knowledge;
- e. A description of the CES site's accessibility and distance from the Port of Seattle or the Port of Tacoma, railhead and freeway access points.
- f. A copy of the facility's approved custodial bond in the amount of \$100,000 or greater. If the applicant does not currently possess such a bond, an application for ebond approval as a prerequisite to selection must be provided;
- g. A complete proposed fee schedule (Appendix B);
- h. A current list of all officers and managing officials, persons who have direct or indirect financial interest in the proposed CES operation, and individuals with access to facility recordkeeping. The list must provide the following information:
  - a. Full name
  - b. Company title / position
  - c. Social security number (voluntary, but failure to provide may hinder investigation)
  - d. Home address

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- e. Date of birth, place of birth (city, state, country)
- f. Telephone numbers

**Note:** In the case of individuals born outside of the United States, provide the person's Alien Registration Number, or place and date of naturalization.

- i. A completed CBP Form 3078 for all officers and managing officials, persons who have direct or indirect financial interest in the proposed CES operation, and individuals with access to facility recordkeeping.
- j. Fingerprints for all officers and managing officials, persons who have direct or indirect financial interest in the proposed CES operation, and individuals with access to facility recordkeeping may be requested by the Area Port Director at any time.
- k. A current list of all other employees involved in the daily CES operation setting forth their names, dates of birth and social security numbers. Providing social security numbers is voluntary, however failure to provide the numbers may hinder the investigation process;
- l. A detailed explanation of the means and methods by which this information 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;
- m. A floor plan of the facility (drawn to scale) showing bay doors, office space, storage areas, exterior features, security features, plumbing fixtures, staging area, and inspection area;
- n. A copy of established or proposed procedures for the detection, decontamination, and removal of hazardous material;
- o. A copy of the facility's security awareness program for all CES personnel; and
- p. A detailed list of equipment showing that the applicant can make a diverse variety of cargo available for examination in an efficient and timely manner.

For this application, the local criteria determined essential to the selection process and for which all applicants will be evaluated are contained within ***Part Two – Minimum Standards***.

Additionally, applicants are directed to complete both ***Appendix A and Appendix B*** as part of their application submission to the Area Port Director of Seattle, Washington.

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### **Part Two – Minimum Standards**

The following criteria are the minimum standards for operational and facility characteristics that must be present to be considered for designation as a CES operator. Failure to meet any of the minimum standards may preclude the applicant from further consideration. A CBP Office of Administrations (OA) Project Manager (PM) will be assigned to the project and is responsible for ensuring that the facility meet CBP specification and will provide official CBP specifications to the CES operator.

Applicant(s) tentatively selected to operate a CES must sign a written agreement with CBP before commencing operations.

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

An applicant should have an existing operation and a facility with the capability of handling cargo and holding cargo intact. If applicant does not have an existing operation, applicant must show sufficient information guaranteeing the facility will be operational and able to meet CBP and all contractual requirements.

The applicant must comply fully with the requirements of Executive Order 12989, dated February 13, 1996, particularly with Sections 1(a) and (b), which pertain to the unlawful employment of aliens and to the anti-discrimination requirements of the Immigration and Nationality Act and of any other applicable law.

Ensure that the CES facility complies with all applicable Occupational Safety and Health Act (OSHA) requirements.

Comply 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 advised CBP that CES facilities may be subject to the Service Contract Act (SCA) of 1965, as amended. For further information please contact the Department of Labor.

The CES operator must be able to provide service and use of the warehouse facility based upon the needs of CBP. Normal operating hours for CES facilities will commence no earlier than 7:00 a.m. and end no later than 5:00 p.m. Monday through Friday. However, based upon workload the hours of operation may be increased to include a second (swing) shift and/or weekends.

Based upon the operational needs of CBP, the facility must be available for use on a 7-day, 24-hour basis. CBP will be responsible for advising the CES operator when after

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hours services will need to be provided. After hours availability may be required on a regular and recurring basis.

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.

Provide adequate personnel and equipment to ensure reliable and expeditious service for the opening, presentation for inspection 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.

### **Facility Security**

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 CES operator. "Permanent" means not capable of being moved without the use of heavy equipment and not able to be physically scaled. A five-foot setback will be maintained from all points outside the permanent barrier.

The CES **must have** a professionally installed and monitored intrusion detection system. The system must be capable of monitoring all entrances (either through hard point, motion detector, or any other means of effective coverage as approved by CBP).

All areas designated by CBP must also have a professionally installed and monitored intrusion detection system separate from the CES operator's intrusion detection system. Generally this will be for CBP office space and designated high security storage and restricted areas. The system must be capable of monitoring all entrances (either through hard point, motion detector, or any other means of effective coverage as approved by CBP). Any intrusion detection systems that monitor CBP designated office space and equipment storage areas must be able to be directly deactivated by CBP personnel only.

The intrusion detection system must include an uninterruptible power supply (UPS) and monitored by a central monitoring station/office on a 24/7 basis. Further details, design and information will be provided.

All CBP designated areas must have controlled/restricted access from the public and/or unassigned personnel.

Entrances to CBP controlled gates and buildings must utilize Homeland Security Presidential Directive-12 (HSPD-12) compliant access control systems (ACS).

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The CES facility must be subject to security controls (i.e. viewed by closed circuit television, roving guard patrols, etc.) on a 7 day 24 hour basis.

Fencing-the fencing fabric, including gates intended to prevent trespassing, shall be no less than eight feet in height. If the level on which the fence is constructed is lower, the operator must provide an effective 8-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.

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 appropriate strength. The perimeter doors should be equipped with a deadbolt lock with manipulation resistant cylinders manufactured by Medeco. 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. Coordination must be made with the local fire marshal before construction, to determine compliance with building codes associated with National Fire and Safety Association 101 (NFPA 101). The deadbolt should have a minimum 1 inch throw. Lock hardware placed on wood doorframes must be secured with stainless steel screws at least 3 inches long. Double doors should have at least one door secured from the inside with sliding deadbolts (e.g. Sargent and Greenleaf model SM181) at the bottom and top. Astragals (overlapping molding, preferably metal) should be used to inhibit access to lock bolts. Door hinge pins must be non-removable (peened, pinned, or spot welded) or installed inside the room. All perimeter doors must have door closers. To facilitate daily operations, an access control device will be utilized. Examples such as mechanical push-button locks, electronic push button locks, digital touch pads with key override and proximity card readers may be utilized to augment the deadbolt lock. Access Control Systems must be HSPD-12 compliant.

### **Computer Tracking System**

The CES must provide an internal or company operated container tracking/availability system. The tracking system must be capable of providing information on current and past inspections conducted at the CES to include specifics of arrival/release of the cargo. The system must be capable of maintaining records indicating cargo is processed on a First-In First-Out (FIFO) basis. At a minimum, the information should have the capability of being organized and retrieved by exam status, examination type, carrier, bill of lading number, container number and Customs and Trade Partnership Against Terrorism (C-TPAT) status.

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### **Yard Area**

The CES facility must have a dedicated 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 Closed Circuit TV, roving guard patrols, etc) on a 7-day, 24-hour basis.

Bi-annual checks for fencing repair must be conducted and reported by the CES operator. If repair is needed due to inclement weather, accidents, etc., repairs must be conducted immediately by the CES operator.

Any area subject to CBP control must utilize a Closed Circuit Television (CCTV) system that is capable of retaining a minimum 30-day period and be accessible to CBP at all times. The number of CCTV devices is dependent upon the ability to view the entire CBP controlled area.

The minimum standard for container storage capability of the CES facility is two container parking spaces for each cargo door. For example, if the facility has 8 cargo doors, there must be a minimum of 16 container spaces available elsewhere in the yard. This would result in the facility's ability to hold 8 containers at the doors and 16 containers in the yard for a total of 24 containers. The yard area must have the capability to plug in and store reefer containers in the yard.

A minimum of one yard tractor for the movement of containers within the complex is required.

A minimum space within the yard of 125' x 55' with a maximum 5% grade to be used for non-intrusive imaging 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 non-intrusive imaging vehicles must not be subject to disruption by normal yard operations. The yard area must be paved with a permanent surface impermeable to rain and with drainage sufficient to prevent the occurrence of standing water.

### **Warehouse Facilities**

The facility must fully comply with the Occupational Safety and Health Act (OSHA) standards.

Electrical outlets must be available at a minimum of every third door/container.

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.

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One (1) overhead fluorescent lamp containing four tubes will be hung not more than four feet above any x-ray machine console.

Each cargo door must be served by suitably elevated lighting sufficient to provide a safe, dependable, fully adjustable, and continuous means of illuminating the interior of containers being unloaded to a minimum level of 600 LUX.

### **Cargo Doors**

A minimum of eight (8) cargo doors is required. The number of cargo doors/bays is interpreted as the number of containers that can be worked simultaneously at each entrance and dedicated full time for CES operations, regardless of workload.

A minimum of two (2) cargo doors must have refrigerated container hookups.

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

An electronic “bug killer” trap must be installed on every 10 bay doors. They must be evenly spaced throughout the CES on the same wall with the bay doors. There must be a minimum of one bug killer in each partition or room of the CES. They must meet the following specifications:

- They must remain in the “on” position 24 hours a day, 7 days a week.
- They must be equipped with a “black light” source.
- They must be AC powered.
- They must be placed a minimum of 10 feet off the ground.

### **Floor Space**

The CES operator must have the ability to ensure that devanned cargo is repacked in the same manner in which it was originally packed.

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.

In most cases, cargo must be stacked no higher than 4 ½ feet high (depending on characteristics of the cargo. For example, exceptions would be very large crates, machinery, etc.).

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

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The minimum cargo staging / examination area must be dedicated full-time for CES operations regardless of workload for CBP at each CES designation is: **20,000 Useable Square Feet**

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.

A work area within the staging/examination area must be provided. The work area must be equipped with stainless steel inspection tables and include light fixtures and electrical outlets.

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

In addition to the minimum cargo staging / examination area, the CES must have dedicated space for a non-intrusive imaging system. Both 110 and 220-volt outlets on a dedicated circuit must be available within the immediate area adjacent to the non-intrusive imaging system.

The operator is responsible for the costs associated with a site survey, breakdown, relocation, and set-up of a Pallet x-ray and must sign a Reimbursable Memorandum of Agreement (RMOA) to reimburse any costs advanced by CBP. 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.

### **Minimum Storage Requirements (Useable Square Footage)**

High Security Storage Area:	300 square feet
Secure Area for Actionable Pests:	320 square feet
Secure Storage:	200 square feet
Total minimum square footage:	820 square feet

- High Security Storage Area:
  - 300 Sq.Ft. fully enclosed, locking, high security storage area. Wire Crafters 840 or equal.
  - This area will be controlled by CBP exclusively with High Security lock and monitored from all angles with CCTV.
  - Lighting to be 50 FC.
- Secure Storage Area for Actionable Pests:
  - 320 Sq.Ft. fully enclosed, locking, secure, airtight storage.
  - A functional empty container meets this requirement

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- Secured Storage:
  - 200 Sq.Ft. fully enclosed, locking, high security storage area. Wire Crafters 840 or equal with visual barrier.
  - Directly adjacent to inspection area.
  - Lighting to be 50 FC.
  - Provide heavy duty shelving for tools with electrical outlets and power strips at each shelf.
    - Ensure appropriate circuits to support the charging of tools (minimum 110V).

### **Minimum CBP Office Space Requirements (Useable Square Footage)**

Dedicated CBP Administrative Office Suite Containing the Following:

- Open Office Space 620 Sq.Ft.
  - Four (4) Workstations (64 Sq.Ft. each)
- One (1) Private Office: 150 Sq. Ft.
- One (1) Public Reception Area: 230 Sq. Ft.
- One (1) Copy/File Room: 150 Sq. Ft.
- One (1) Lockable Storage Room: 150 Sq. Ft.
- One (1) CBP LAN/TELCO Room: 180 Sq.Ft.
- One (1) Break Room: 250 Sq.Ft.
- One (1) Male Restroom/Shower/Locker Room: TBD
- One (1) Female Restroom/Shower/Locker Room: TBD
- General Notes:
  - Office space to be directly adjacent to inspection area
  - Potable water supply with hot and cold running water at all sinks.
  - All rooms are to be climate controlled within standard office limits.
  - CBP standard for all data/communications outlets are three CAT6 per drop.
  - CBP Office spaces will require analog lines for locations not utilizing VOIP and for fax communications.
  - Electrical outlets are required throughout facility for standard operation and specialty equipment.
  - Data line drops must be available at each workstation/desk.
  - Two (2) voice lines and one (1) facsimile line must be installed.
  - CBP office space must be secure and subject to security controls (i.e., intrusion alarms, CCTV, access control at all entrances that default to coded cipher locks in event of an emergency, coded cipher locks on all doors with warehouse access, etc.).
  - CBP office space intrusion detection system (IDS) must include an uninterruptible power supply (UPS) and monitored by a central monitoring office on a 24/7 basis. Further details, design and information will be provided.

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- Door Material: 1 ¾” 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
- CBP Administrative Office Suite:
  - Large shatter resistant window with blinds facing inspection area (window may either be separate or contained within the doors that lead out to the inspection area).
  - Dedicated CBP space containing rooms listed above.
  - Outer perimeter walls to be constructed with studs and drywall from slab to deck.
- Public Reception:
  - Public must be able to access space without CBP escort.
  - Waiting seating are to be floor mounted ganged seating.
  - Transaction counter to divide room.
  - Facility Operator may provide reception services on behalf of CBP in lieu of a CBP reception area
- Copy/File Room:
  - Countertop or Table for document preparation.
- Break Room:
  - Countertop with upper and lower cabinets with shelves and drawers.
  - Electrical outlets above counter and around room.
  - Kitchen sink with garbage disposal.
  - Microwave, full size refrigerator, table and four chairs.
- Restroom/Locker Room:
  - Restroom with a shower stall and a minimum of four (4) four lockers in each.

### **Agriculture Lab**

A separate Agriculture lab (not included in the CBP Administrative Office Space) with a separate door and a minimum of 160 useable square feet must be provided and equipped with the following:

- Counter space a minimum of 8 feet long and 29 inch deep, with two basin commercial stainless steel sink with 36” stainless steel washboards on each side or stainless steel counter tops. Basin must be a minimum of 28 inch wide and 15 inch 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 to have a gooseneck faucet. Provide a minimum of four (4) electrical outlets above counter.
- An additional work bench with open space for legroom underneath and above the work bench must be a minimum of 8 electrical outlets. The work bench must be a minimum of 8 feet long and 29 inch deep. A minimum of 8 feet of overhead storage cabinets must be provided over the work bench. Two overhead lights must be mounted to the bottom of these cabinets for use at the workbench.
- A freezer and associated outlet.

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- Provide one data line drop at the work bench area for a computer and digital microscope/computer connectivity.
- The inspection area must be easily accessible for specialists and officers, i.e., not blocked by cargo or equipment.
- Inspection area and tables must be located in a safe, uncluttered area away from the flow of warehouse traffic, i.e., pedestrians, forklifts, pallet jacks, wind and rain.
- The interior inspection location protected from inclement weather, away from open doorways and drafts so pests do not blow away or escape.
- Inspection area and tables will be located away from any stacked cargo.
- Security Access Control: Access control requirements will be determined by CBP.

### **Data Processing and Telecommunications (LAN/TELCO) Room**

The CES location must provide dedicated space within the CBP controlled area to house automated systems support equipment and internal phone systems. Minimum space requirement for LAN/TELCO room is a 10 feet x 18 feet (180 sq ft) lockable office space within the CBP Office space.

The LAN/TELCO room will be dedicated for use by CBP officers and employees only and shall be physically separated from any areas accessible to employees of the CES operator.

The operator is also responsible for the costs associated with the room build-out. The LAN/TELCO room will have thermostatically controlled heat and air conditioning. Thermostats will be under the control of CBP officers.

Four (4) telephone outlets are required.

The LAN/TELCO room will have at least one (1) full size lockable computer cabinet rack.

One telephone must be installed on the wall by the lockable computer cabinet rack.

The LAN/TELCO room will be used as a mini-computer/mega frame room equipment room and requires supplemental HVAC due to the presence of heat producing equipment. To minimize overtime utility costs, this room shall be independently zoned for HVAC. Climate control must be operational on a 24-hr, 7-day basis. Unit shall provide a room temperature ranging from 65 – 75 degrees Fahrenheit and relative humidity from 40 to 60 %. The LAN/TELCO room must be built to CBP Strong room standards. A strong room is an enclosed space constructed of solid building materials. Protection is supplemented by guards and or Intrusion Detection Systems (IDS). Rooms that have false ceilings and walls constructed of fibrous materials, or other modular or lightweight materials, do not qualify as strong rooms. Heavy-duty builder's hardware shall be used in construction. All

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screws, nuts, bolts, hasps, clamps, bars hinges, and pins should be securely fastened to preclude unwanted entry. Hardware accessible from outside the strong room must be peened, pinned, or spot-welded to preclude removal.

Construction shall be slab to slab. Walls will be constructed of poured in place, concrete tilt-up walls; cinder block; brick or steel or gypsum board walls, 5/8 inches thick, may be utilized, provided that they are fitted with 9-gauge diamond metal mesh affixed to the wall studs. The metal mesh shall be in a 1½ inch by 2 inch diamond pattern. The room must be inspected by CBP prior to covering.

Ceilings – Construction shall be concrete slab or 9 gauge expanded metal. The expanded metal shall be in a 1 ½ inches by 2 inches diamond pattern.

Floor covering shall be anti-static tile.

Openings in LAN/TELCO room – Openings in any part of the LAN/TELCO room are not permitted unless they are protected from entry. If the opening is in excess of 96 square inches, ½ inch steel bars must be installed in the opening in a manner to prevent unauthorized entry.

Windows – The LAN/TELCO room will be void of windows.

Doors/Locks – Doors must be constructed of 1¾” solid core wood or 12-gauge steel clad hollow core metal and hung in hollow metal frames or doorframes of appropriate strength.

- Use non-removable door pin (NRP) hinges that are equipped with a set screw in the barrel that is only accessible when the door is swung open. Must be installed to door frame with stainless steel screws at least 3 inches long.
- All perimeter doors must have automatic door closers (commercial grade).
- Doors will be equipped with a high security lever lockset with deadbolt which has a minimum ¾-inch throw that is retracted by a key outside or by a lever inside and the outside lever is always fixed (i.e., locked).
- The deadbolt must have a 1-inch minimum throw which can only be thrown or retracted by a key outside or inside. By turning the inside lever, it simultaneously retracts both the deadbolt and latch bolt. Auxiliary latch deadlocks latch the bolt when the door is closed.
- The perimeter doors should be equipped with a deadbolt lock with manipulation resistant cylinders.
- Keys must be “off master” in buildings shared with other entities. Coordination must be made with the local fire marshal before construction, to determine compliance with building codes associated with National Fire and Safety Association 101 (NFPA 101).
- Lock hardware placed on wood doorframes must be secured with stainless steel screws 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.

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- To facilitate daily operations, an access control device or system may 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.
- The Project Manager will advise of the various door and lock options that are available for use.

Intrusion Detection System (IDS) – The LAN/TELCO room must have an IDS linked to a Class A Central Monitoring Station. If the office or building has an IDS, the LAN room may be linked to the IDS, as a separate zone, with IDS controls inside the room.

Access Control System (ACS) - An access control device or system will be utilized to track users. A card reader/keypad will be utilized to augment the deadbolt lock. During non-working hours, the deadbolt lock will be engaged.

Closed Circuit Television (CCTV) system- At a minimum, CCTV will monitor the entrance and perimeter areas. The minimum components that the system must have is one color monitor and one high resolution digital video recorder (DVR), capable of recording a minimum of 30 days and playing back any camera view. All camera views associated with an alarm must be automatically recorded. CCTV images must be retrievable and operable over weekends and holidays.

Electrical power needs include: Four 120V, 20 amp dedicated electrical circuits with one quadraplex outlet each.

Data/communication connection needs include: Four data/communication outlets that are CAT6 per drop.

Install a ¾” thick sheet of fire retardant plywood backboard (approximately 6’ high by 8” wide) 18-24 inches above finished floor. The backboard should be mounted behind the lockable cabinet and will accommodate a basic control unit with an expansion carrier and jack field. Attach board to the wall with hardware that has a combined pull-out force of at least 500 pounds.

LAN/TELCO room should be lit with incandescent lighting, if possible; LAN/TELCO room must NOT have sprinklers but a type of dry fire suppression system; and LAN/TELCO room must be highly resistant and/or impenetrable to vermin and/or pest infestation/access from the walls, ceilings, and doors.

Fire Suppression System FM 2000 (Fire boy) extinguisher or equivalent that uses nonconductive agents that is equal to the FM 200 clean agents system, which eliminates collateral damage to sensitive equipment, should be installed in the LAN/TELCO room.

The operator is responsible for the costs for all required Automated Data Processing (ADP) equipment, peripheral equipment, and maintenance costs which are estimated to run between \$45,000 to \$48,000. Circuit costs for the first year are estimated to run

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between \$34,000 to \$37,000. After the first year it is estimated that annual ADP maintenance and circuit costs will run between \$23,000-\$26,000 per year. The operator must sign a Reimbursable Memorandum of Agreement (RMOA) to reimburse any costs advanced by CBP. The applicant will coordinate with the CBP Project Manager as to the final costs of the project.

### **Equipment Requirements**

All equipment costs noted below will be borne by the operator.

- Five (5) low-profile systems workstations must be provided in the office space. The applicant will coordinate with the Project Manager as to the dimensions and colors of the workstations.
- Six (6) telephones.
- Two (2) network laser printers, one (1) copier, and one (1) fax.

### **Reimbursable Memorandum of Agreement**

A Reimbursable Memorandum of Agreement (RMOA) between the Area Port Director (APD) and Operator, outlines the operator's responsibility to reimburse CBP for costs related to providing information technology (IT) services as per 19 USC 1499 and 19 CFR Part 118. The MOA must be signed prior to the start of any installation work.

IT services include, but are not limited to:

- All equipment cabling and monthly service/recurring costs. This also includes data connectivity drops at each workstation and in the Ag Lab as noted in the above requirements.
- Five (5) desktop CPU's, monitors and keyboards (not including the computer room requirements),

CBP will retain possessory ownership of all Automated Data Processing, peripheral, and other equipment requirements noted above until CBP vacates the premises at which time ownership rights will be transferred to the operator.

### **Parking**

*All CBP parking areas must be available for CBP access on a 7-day, 24-hour basis.*

The CES facility must have a fenced and secured area for parking of all CBP employee vehicles and Government owned vehicles. Controlled access to CBP parking areas is mandatory.

Protective lighting is required and should be located where it will illuminate shadowed areas and be directed at probable routes of intrusion. Overlap lighting to prevent dark

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areas. Vertical illuminance should average 0.2 to 0.5 foot-candles at 5 feet above the ground.

CBP parking areas are subject to security controls (viewed by Closed Circuit TV).

Minimum space requirements for Private Owned Vehicles (POV's):

- 17ft L X 8ft W per space

Minimum space requirements for Government Owned Vehicles (GOV's)

- Regular – 17ft L X 8ft W
- Oversized – 30ft L X 10ft W

POV.....5 minimum (680 square feet)

GOV .....3 minimum (408 square feet)

GOV oversized.....2 minimum (600 square feet)

Total minimum square footage: .....1688 square feet

### **Miscellaneous Requirements**

The CES operator is responsible to insure that all space provided meets current CBP Security Policy and Procedures Handbook HB1400 -02B, as it applies to the space individually and as a whole.

The CBP OA PM has final approval authority for meeting CBP operations requirements and will provide official CBP specification to the CES operator, as needed.

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

The CES operator shall maintain a trained and knowledgeable staff equipped to handle hazardous material cargo.

An access ramp to the staging / examination area large enough to accommodate a full size van. A dedicated 220 volt, 30 amp circuit shall be provided for indoor use by the X-ray van.

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

CES operator will provide the back-up generator specifications or power outage contingency plan.

A regular program of rodent and pest control will be maintained by the CES operator for all indoor areas designated for CES operations (including without limitation to the CBP offices and staging / examination area).

## Attachment 1

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

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

### Five Times per Week

- Empty waste baskets and trash containers.
- Sweep or dust-mop all floors, including entrances, lobbies and corridors.
- Clean all bathroom toilet fixtures and replenish toilet supplies.
- Dispose of all trash and garbage generated in, about and outside the building.
- Sweep and damp mop or scrub all toilet rooms.
- Vacuum carpets and rugs and remove carpet stains.

### Once a Week

- Low dust all visible surfaces (leave papers undisturbed).
- Damp mop all resilient floors in break unit, corridors, and entrances.
- Disinfect urinals, toilets and shower stalls.
- Damp wipe tiled portions of restroom walls, stall partitions.
- 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.

### Every Six Months

- Dust window blinds, curtains, shades, overhead pipes, air vents, and molding.
- Clean fans and exhaust vents.
- Wash windows inside and outside.

### Annually

- Spot clean walls, partitions and door frames.

*The CES operator shall keep all restroom facilities, including fixtures and fans, in good operating condition and make repairs as needed when requested by CBP at no cost to CBP. In addition, all electrical outlets, lighting fixtures, and other equipment supplied by the CES operator for CES operations shall be maintained in good working order at no expense to CBP.*

*Requirements are provided as a minimum baseline for this facility. Drawings and submittals are required to be approved by your CBP project manager.*

***Additional consideration, in the form of a standardized points system, will be given to those applicants who exceed the minimum required standards as well as the evaluation criteria.***