Attachment 1

CES Minimum Requirements

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 (CES) operator. Failure to meet any of the minimum standards will preclude the applicant from further consideration. Additional consideration, in the form of a standardized points system, will be given to those applicants who exceed the minimum required standards.

The CES operator must provide the distances from the CES site to the CBP Port Office at 10426 Alta Drive, Jacksonville, FL 32226; the distance from the CES to the nearest direct ocean discharge, and the distance from the CES to the nearest major highway.

The CES operator must provide information showing the applicant’s experience in international cargo operations as well as knowledge of CBP procedures and applicable regulations, or a commitment to acquire that knowledge.

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 4:00 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 any after-hours services will need to be provided. Any after-hours availability may be required on a regular and recurring basis, depending on the work volume or specific needs of the Port.

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

Facility Security

The CES facility must meet the minimum requirement standards outlined in Appendix B Physical Security Guidelines for CBP Bonded Facilities (attached). Specifically, this 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.
All buildings should be constructed of materials to prevent unlawful entry and be maintained and repaired periodically. Ground level windows should be covered by safety glass, wire mesh, or bars.

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

The CES must have a separate alarm system and motion detection Closed Circuit Television (CCTV) with a color DVR Recordation System for accessing and monitoring all of the CBP areas on a 7-day, 24-hour basis, with a minimum 30-day retention period. All CBP designated areas must have controlled/restricted access from the public and/or unassigned personnel.

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.

**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. At a minimum, the information should be capable of being organized by exam status, examination type, carrier, bill of lading number, and container number. The tracking system must be capable of maintaining records indicating cargo is processed on a First-In-First-Out (FIFO) basis, unless otherwise designated by CBP.

**Environmental Compliance**

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

**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.

A minimum of eight (8) cargo bay doors with two container parking spaces each will be required for CBP Jacksonville CES operations. The minimum standard for container storage capability of the CES facility is two container parking spaces for each cargo door. Therefore, since Jacksonville will require their facility to have 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.
A minimum of one yard tractor for the movement of containers within the complex is required.

A minimum space within the yard of 125 feet x 55 feet 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 or equipment must not be subject to disruption by normal yard operations.

**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 other door/container.

The CES facility must have a minimum of two (2) outlets for refrigerated containers. In addition, the CES operator must have a refrigerated container available and operational in order to store any refrigerated product while the examination process is occurring in order to ensure frozen product does not thaw or spoil.

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. 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.

A sufficient air-flow system to ensure adequate ventilation must be provided. (One large wall fan and/or two ceiling fans.) The CES examination area need not be air conditioned, however it is preferred.

**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.

The cargo door entrances must be the same height as the dock. If not, specialized equipment must be present to ensure that devanning and/or reloading of cargo is done so in an efficient manner.

A minimum of two (2) electronic “bug killer” traps must be installed in the CES.
Floor Space

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

The minimum standard is the ability to unload a 53 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 four and a half (4.5) feet high (depending on characteristics of the cargo. For example, exceptions would be very large crates, machinery, etc.).

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

The minimum cargo staging / examination area dedicated full-time for CES operations regardless of workload for CBP at each CES designation is:

Minimum CES Cargo Staging/Examination Area: 20,000 square feet

A minimum of 20,000 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.

Minimum Secure Storage Requirements: 300 square feet

- The CES facility must have a permanent, fully enclosed high security storage area, capable of being locked with direct access to the inspection area. Area must contain electrical outlets (minimum 110V all outlets) with adequate localized lighting and CCTV coverage with a color DVR recordation capability that feeds to CBP. Minimum space requirement is 300 square feet. This area must be dedicated full time for CES operations regardless of workload.
- Permanent is to mean not capable of being moved without the use of heavy equipment and not able to be physically scaled over. For instance, “Jersey” K-rail barriers alone would not meet both of these requirements, unless it had specific fencing that could not be easily lifted, running completely to the ceiling and/or had barbed wire attached to it, with a locking gate.

Minimum CBP Office Space Requirements: 1,500 square feet

Suitable office space furnished and outfitted for CBP operations support work is provided for CBP employees; it shall be configured to CBP specifications and located adjacent to the devanning area. Direct access to/from the devanning and examination areas is required. The CES facility must be completely turnkey to include all computers, LAN equipment, servers, computer
work stations, office furniture and office equipment such as copier, printers, fax machines and telecommunication equipment meeting CBP specifications.

This space should be configured to accommodate a total of seven (7) CBP personnel, including a private office for a supervisor, a break room, a computer/phone room and a separate male and female restroom facilities. CBP office space must be secure and subject to security controls (i.e. intrusion alarms, keyed access at all entrances, coded cipher locks on all doors with public access).

- Provide sufficient duplex electrical outlets and phone jacks (at the workstation/desk locations/throughout warehouse as needed) installed in the CBP office space to accommodate normal business operations.
- Provide one data line (dual) drop at each workstation/desk for computer connectivity.
- Provide two (2) voice lines and one (1) facsimile line installed in the CBP office space.
- Provide a work area/office space within the warehouse with a phone line and computer drop.
- Potable water supply with hot and cold running water at all sinks.
- The break room area must have sufficient electrical connections for a refrigerator and microwave. In addition, a kitchen sink with in-sink disposal, counter, and storage cabinets with shelves and drawers are to be provided.
- Microwave, refrigerator, table and six chairs must be provided in the break room space.
- Office space must be adjacent to and allow for direct visual observation of the inspection area from within the office space. Any window installed for this purpose shall be of shatter-resistant glass.

**Sanitary Facilities**

CBP office space must have separate sanitary facilities for CBP use only. Separate sanitary facilities must be provided for male and female employees. There must be a sufficient number of facilities to accommodate all CBP employees assigned to the CES, and the number of facilities must be sufficient to comply with the State of Florida plumbing code, and any other applicable codes, based on the number of CBP employees assigned. Anticipated CBP staffing for the CES is seven (7). Facilities must have running hot and cold water available. A minimum of two shower stalls (one female, one male) must be dedicated for CBP use only. Additionally, seven lockers are to be installed in the male and female restrooms for personnel assigned to this facility with the ability to be locked by CBP officers assigned to the CES for security reason.
Agriculture Laboratory Requirements

A separate Agriculture Laboratory with a separate door and a minimum of 160 sq. feet must be provided and equipped with the following:

Counter / Cabinets
- Kitchen type counter 36-38 inches in height and 25.5-30 inches deep.
- Dropped counter for microscope work 29-30 inches in height. Length suitable for computer workstation away from sink. Dropped counter will be open below. Desk-like with cabinets above.
- Kitchen type cabinets above and below counters and sink area, with standard cabinet doors.
  - Adjustable shelves required above and below, except at sink area
  - Overhead cabinets have two (2) shelves, three (3) surfaces
  - Shelves only -directly above Sink rather than cabinets
  - Open area under sink/disposal for access to plumbing and electrical.
  - Stainless steel, 3-4 inches front edge rolled countertop. Slant toward drain if sink and counter are one piece.
  - Other counters, away from sink area can be Formica type.

Electrical
- Natural or artificial light source providing illumination level of 100 (FC).
- Utility/Task lighting under overhead cabinets.
- Additional outlets at counter are essential; one (1) each side of sink, one (1) at dropped counter and one (1) at desk-like workstation.
- GFI outlets required at counter near sink.
- Power strip along top edge of work counter.
- 240 V dedicated/grounded outlet for microscope.
- Duplex outlet for refrigerator/freezer shall be located adjacent to the counter space with a refrigerator installed.
- Emergency shut off for disposal above sink area (safety).

Plumbing
- Double, stain-less steel sink with stainless steel counter. The sink must be a minimum of 28 inches wide and 15 inches deep and must be supplied with hot and cold running water. The counter must be at least 8 feet long and 29 inches deep. Wall behind stainless steel sink should have 24-inch high stainless steel washboard extending 36 inches at both ends of sink.
- The sink must be equipped with a 5 horsepower minimum in-sink industrial grinder with clean out trap (InSinkErat type disposal).
- 4 inch sanitary sewer drain for disposal. Sewer system must be capable of handling 100+ pounds of quarantine material a day.
- Gooseneck commercial grade flexible hose with a quick shut-off nozzle.
- Arched spout, top mount faucet.
• Hot and cold running water.
• Water Pressure to operate the 5-HP disposal.
• Emergency cut-off switch is required for grinder/disposal - same as electrical noted above.
• Provide floor drain at every sink location.

Safety
• Install emergency shut-off switches for all power devices (i.e. disposal).
• Install emergency eye wash device with elbow activated faucet on/off handles.
• Slip-resistant tile.

Storage
• Lockable closet or cabinet for storage of controlled documents or materials.

Miscellaneous
• Access to lab with wheeled cart is important. Sidewalk / ramps to and from the Agriculture lab area will be needed to access space with a trash receptacle.

Phone/Data
• Phone line to meet current and projected needs.
• Shared conduit.
• Data lines - needed for computer with CBP network (LAN) capabilities in the Lab that the digital imaging microscopes will be hooked up to for submitting digital images of pests or diseases.
• Provide one data line drop at the work counter area for a computer and digital microscope/computer connectivity and additional data lines for desks/office space.

**Exterior Fumigation Pad**
• The pad needs to be constructed with a concrete surface, porous surfaces are not permitted for chemical fumigations. Cracks and holes are not to be present and manhole covers present an issue so it is best to not create a pad that has a manhole cover included within it. Size 100 x 50.
• An adequate electrical source must be available to run the circulation fans and the gas detection device. A separate line should be available for the gas detection device. All electrical outlets must be grounded and conveniently located in relation to the fumigation area. Generators are not to be utilized as a power source.
• The area should have adequate lighting for safety purposes in day and evening situations and for ease in reading gas concentrations, thermometers, and for determining whether tarpaulins have holes or tears.
• Water is necessary for safety purposes. Water is necessary for washing off methyl bromide if the liquid form is spilled on someone. Water is also utilized for the volatilizer. If no permanent water is present on site, the fumigator must provide a portable, 5-gallon supply of clean water for this purpose.
• Secure and isolated area needs to be selected for the pad. Traffic and people are restricted from entering. There must be a minimum clearance of 30 feet from the edge of the fumigation pad to an area where traffic and people would be performing other work. Motor vehicles, forklifts, etc. will not be allowed within this 30 feet buffer or the fumigation area during fumigation and aeration periods.

The fumigation pad should be built in a well-ventilated and sheltered area. During aeration periods there should be no people within 200 feet downwind of the exhaust fumes for the first 10 minutes of aeration.

**Computer/Phone Support Room**

Each CES location must provide dedicated secured space within the CBP CES office area to house automated systems support equipment and internal phone systems. Minimum space requirement for Computer/Phone support room is a 10 feet x 10 feet lockable office space within the CBP Office space.

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

The operator is responsible for the costs for all required Automated Data Processing (ADP) and Voice equipment, peripheral equipment, maintenance and periodic upgrade costs for this staffing level of seven (7) officers; this cost is to be estimated, and equipment procured by CBP OIT. Circuit costs for the first year and reoccurring out-year costs are to be estimated by CBP OIT, the costs of which are an operator’s obligation. 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.

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

Two (2) telephone lines and voice equipment shall be installed inside the computer support room.

The computer support 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.

Walls – Construction shall be slab to slab. Walls will be constructed of poured in place, concrete tilt-up walls; cinder block; brick or steel. Gypsum board walls, 5/8 inches thick, may be utilized, provided that they are fitted with 9-gauge expanded metal affixed to the wall studs. The expanded metal shall be in a 1 ½ inches by 2 inches diamond pattern.

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. 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 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.

Windows – The computer support room does not require windows. However, if windows are installed they must be non-removable double pane and sealed. Window must have locks that are not susceptible to manipulation from the exterior. The lock must be of a type that requires the user to throw a bolt or latch, or to slide a handle to lock or unlock the window. Spring-loaded latches are not acceptable. Glass break detectors covering the windows shall be an integral element of the intrusion detection system.

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.

Intrusion Detection System (IDS) – The computer support 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.

Openings in computer support room – Openings in any part of the computer support 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.

Floor covering shall be anti-static tile.

Computer data Network equipment requires two 120V, 20 amp dedicated electrical circuits with one quadruplex outlet each. Telephone system requires one 120V, 20 amp dedicated electrical circuit with one quadruplex outlet. The alarm system requires one 120V, 20 amp dedicated electrical circuit with duplex outlet.

Install a ¾ inch thick sheet of fire retardant plywood backboard (approximately 6 feet high by 8 inches wide) 18-24 inches above finished floor. The backboard should be mounted near the telephone control site 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.
Two telephone outlets and an equipment set up are required.

Support room should be lit with incandescent lighting, if possible; Support room must NOT have sprinklers; and Support room must be highly resistant and/or impenetrable to vermin and/or pest infestation/access from the walls, ceilings, and doors.

**Equipment Requirements**

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

- Seven (7) low profile systems workstations must be provided in the main office space and supervisor’s office. The applicant will coordinate with the CBP Project Manager as to the dimensions and colors of the workstations.
- Seven (7) telephones.
- All equipment cabling and monthly service/recurring costs will be borne by the operator. This also includes data connectivity drops at each workstation as noted in the above requirements. The applicant will coordinate with the CBP Project Manager as to the costs.
- Two (2) fork lifts for movement of cargo.

**Other CES Operator IT and Telecommunications Funding Obligations**

- **Equipment Funding** – 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 from $80,000 to $100,000.

- **Data Circuit** – Circuit cost is estimated to run between $50,000 to $60,000, initial procurement, and approximately $2,550.00-$3,000.00 per month, billed annually.

- **Memorandum of Agreement (MOA)** – As set forth below, the tentatively selected operator must sign a MOA to reimburse CBP any ADP, Local Area Network (LAN), and Information Technology equipment and associated installation costs advanced by CBP. The applicant will coordinate with the CBP Project Manager as to the actual costs and requirements for the CBP Computer LAN Room build-out.

- **Plywood Backboard** – Install a ¾ inch thick sheet of fire retardant plywood backboard (approximately 6 feet high by 8 inches wide) 18-24 inches above finished floor. The backboard should be mounted near the telephone control site 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.

- **Wireless** – All necessary construction and infrastructure to support the implementation of wireless technology into the CBP facility. This includes but not limited to:
  - Cabling of Wireless Access Points (WAP)
Memorandum of Agreement

A Reimbursable Memorandum of Agreement (RMOA) between CBP and the tentatively selected CES Operator. The MOA outlines the operator’s responsibility to reimburse CBP for costs associated with the provision of Automated Data Processing (ADP), Local Area Network (LAN), and other Information Technology (IT) equipment, utility supplies, and services necessary for the efficient performance of CBP Federal Inspections Services, in conformance with 19 USC 1499 and 19 CFR Part 118.

CBP will retain possessory ownership of all ADP, LAN, IT, peripheral, and any other equipment required in the performance of CBP FIS until CBP vacates the premises at which time ownership rights will be transferred to the operator.

Operator Funded Enforcement and Security Requirements

- Access Control Equipment/Cabling (selection and costing to be arranged between CBP/Operator
- DHS PIV access card required entry into CBP office space, warehouse, and inspection areas.
- CBP dedicated closed circuit television equipment
  - Audio/Video recorder with cabling and ability to remotely access via wireless
  - Cameras with pan capability in general office, warehouse, and any inspection area with cabling
  - Minimum of four audio/video monitors (24 inch) for CCTV system

Parking

All CBP secured parking areas must be available for CBP access on a 7-day, 24-hour basis. Parking areas need to be well lit.

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

CBP parking areas are subject to security controls (viewed by Closed Circuit TV). Cameras also need night vision capability.

Minimum space requirements for Private Owned Vehicles (POV’s):
- 17 feet long X 8 feet wide per space

Minimum per space requirements for Government Owned Vehicles (GOV’s)
• Regular – 17 feet long X 8 feet wide
• Oversized – 30 feet long X 10 feet wide (plus maneuvering space if mobile)

POV: 5 minimum (680 square feet)
GOV: 3 minimum (408 square feet)
GOV oversized: 2 minimum (600 square feet)
Total minimum per space square footage: 1688 square feet (Does not include circulation requirements.)

**Miscellaneous Requirements**

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.

The CES operator will also facilitate any additional NII (Non-Intrusive Inspection) equipment that CBP adds to the facility as part of their inspectional process.

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

A 150% load capacity Back-Up Generator 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).

The CES operator shall provide, as required by the Port Director, routine cleaning and maintenance and periodic upgrades as needed due to usual wear and tear of the CES and CBP office space and secured parking areas during normal business hours. 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**

a. Empty waste baskets and trash containers.
b. Sweep or dust-mop all floors, including entrances, lobbies and corridors.
c. Clean all bathroom toilet fixtures and replenish toilet supplies.
d. Dispose of all trash and garbage generated in, about and outside the building.
e. Sweep and damp mop or scrub all toilet rooms.
f. Vacuum carpets and rugs and remove carpet stains.
Once a Week
  a. Low dust all visible surfaces (leave papers undisturbed).
  b. Damp mop all resilient floors in break unit, corridors, and entrances.
  c. Disinfect urinals, toilets and shower stalls.
  d. Damp wipe tiled portions of restroom walls, stall partitions.
  e. Wash inside and out, or steam clean, cans used for collection of food remnants.
  f. Dust horizontal surfaces that are readily available and visibly require dusting.

Every Six Months
  a. Dust window blinds, curtains, shades, overhead pipes, air vents, and molding.
  b. Clean fans and exhaust vents.
  c. Wash windows inside and outside.

Annually
  a. 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 systems and 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.

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.