

APPENDIX D

CES Evaluation

(For CBP Use Only)

Port of New Orleans, Louisiana

DATE: _____

APPLICANT: _____

CONTACT PERSON: _____

ADDRESS: _____

CBP CES PANEL PERSONNEL: _____

Important Notes

This evaluation sheet is to be used for the facilities that have already met CBP CES National and Local minimum requirements. It will be used to rate each applicant's proposed CES facility and operation for its superiority, and to physically verify that the correct information has been provided. When checking CES Operator Questionnaire information, this will ensure that all evaluations are consistent with the same criteria and questions from all applicants are verified.

If a CES Operator claims to have an item, or will be installing a requested item if awarded the agreement, please note it on the score sheet. This information will be useful when drawing the tentative selection letter. If a CES Operator makes a claim that they will provide (upgrade) something if selected and receives points for it, that modification or upgrade must be completed in a timely manner (60 days from tentative selection). If they fail to complete the required modification, the applicant will be denied the points and re-scored, which may result in another applicant be awarded the selection.

Each question is worth 1-5 points for a "Yes" answer (on Y / N Questions) throughout the evaluation, unless another point count is indicated.

A sample of the criteria along with examples of potentially superior, good, adequate, and inadequate factors are provided below. A point rating scale will be established. For example 0-5, with 5 being superior, 3-4 being good, 1-2 being adequate, and 0 being inadequate. The number of factors multiplied by a potential score of 5 will give you the maximum possible score for each category. For example, in rating Equipment, if there are 6 factors to be rated in this category, times a potential score of 5 points each, the best possible score for any applicant would be 6 X 5 or 30. All categories will be calculated to determine the best overall score possible.

I Facility location

A. Proximity to the Port of New Orleans Mississippi River Facilities. Use the Nashville Ave., Wharf Complex as a fixed location to measure distance to your facility.)? Please circle one.

1. 0 – 3 miles (5 pts.)
2. 3 – 6 miles (4 pts.)
3. 6 – 9 miles (3 pts.)
4. 9 – 12 miles (2 pts.)
5. =>12 miles (1 pt.) (Specify in #miles: _____)

Scale 0 – 5_____

B. Applicant has identified the means and methods by which the regular and recurring transport of various and all types of cargoes under CBP control will be delivered to the CES and presented for timely examination.

Scale 0 – 5_____

II Ability to Devan, Stage and Reload Cargo

A. Can you demonstrate the ability to safely maneuver and position containers straight back into the dock?

Scale 0 – 5_____

B. Is there a designated area for trucks awaiting service so that they do not impede street, internal traffic, and parking spaces?

Scale 0 – 5_____

C. How high are your cargo bay entrances?

1. 12 ft - (1 pt.)
2. 10 – 11 ft - (3 pts.)
3. 8 ft. - (1 pts.)

Scale 0 – 5_____

III Cargo Handling – Does the existing operation have the ability to accommodate the following types cargoes:

A. Full container load (FCL) and less than a container load (LCL) freight?

Scale 0 – 5_____

B. Perishable cargo?

Scale 0 – 5_____

C. Hanging garment containers?

Scale 0 – 5_____

D. Scrap Metal (including loose-load)?

Scale 0 – 5_____

E. Reefer container storage capacity for (5) container positions?

Scale 0 – 5_____

E. Permanent cold storage capability for staging perishable cargo for inspection?

Scale 0 – 5_____

IV Cargo Entrances and Container Service Areas

A. Cargo entrances

1. 6 – 7 entrances (1 pt.)
2. 8 – 9 entrances (2 pts.)
3. 10 – 11 entrances (3 pts.)
4. 12 – 13 entrances (4 pts.)
5. 14 - 15 entrances (5 pts)

- This question should be interpreted as how many containers can be worked on simultaneously at each entrance. For example, if a facility has only four large doors, and five containers can be worked on at each door, your total cargo entrances would be 20 (4 doors x 5 containers)

Scale 0 – 5_____

B. Can you provide a minimum of two (2) outlets for refrigerated containers?

Scale 0 – 5_____

C. Based on port needs is yard space available to perform non-intrusive scanning. Non-Intrusive scanning area space requirements are mentioned at top of page 5 of Appendix A:

- 120 feet Long X 65 feet wide
- Ideally with a flat grade, but no more than a 4% grade

Scale 0 – 5_____

V Floor Space

A. Cargo staging area dedicated to Customs and Border Protection

1. 10,000 – 15,000 sq ft (1 pt.)
2. 15,001 – 17,500 sq ft (3 pts.)
3. 17,501 – 20,000 sq ft (5 pts.)

Scale 0 – 5_____

- This question is to be interpreted as how much area will be **dedicated full time** for CES operations regardless of workload.
- When determining your local requirements, consider workspace for aisles. There should be at least four feet around each pallet to allow an inspector to walk around during the inspection, breaking them [pallets] down when necessary.
- Having 500 sq ft between the cargo entrances and where the freight is to be staged for examination is extremely important.

B. Does the facility have the ability to:

1. Stack cargo from each container in one un-interrupted straight line?

Scale 0 – 1_____

2. Unload cargo in the same manner in which it came out of the container?

Scale 0 – 1_____

3. Stage cargo no higher than 4 ½ feet high (depending on characteristics of the cargo, for example large crates, machinery, etc.)?

Scale 0 – 1_____

4. Stage cargo with a minimum of 6 feet of open floor space on either side?

Scale 0 – 1_____

5. Provide a minimum of 500 square feet of open floor space adjacent to the warehouse entrance / door and between the area where cargo is to be staged for examination?

Scale 0 – 1_____

6. If a CES also functions as a container freight station (CFS) the operator must provide a minimum of 1,000 square feet dedicated full-time to CFS cargo, regardless of workload. Can you provide this?

Scale 0 – 3_____

7. Provide a minimum of 2,500 square feet, dedicated full time regardless of workload on the cargo floor, for the Pallet VACIS (X-ray machine)?

Scale 0 – 3_____

VI Storage

- A. Size of an enclosed high security storage area, capable of being locked for CBP property and exclusively for CBP use.

1. 1,500 - 1,600 sq ft (1 pt.)
2. 1,601 – 1,700 sq ft (2 pts.)
3. 1,701 – 1,800 sq ft (3 pts.)
4. 1,801 – 1,900 sq ft (4 pts.)
5. 1,901 - 2,000 sq ft (5 pts.)

Scale 0 – 5_____

- B. Can a 40-ft container on its trailer or its contents fit inside this high security storage area?

Scale 0 – 3_____

Is it permanent

Scale 0 – 3_____

- Permanent is to be interpreted as a barrier not capable of being moved without the use of heavy equipment and unable to be physically scaled over (as a minimum). "Jersey" K-rail barriers alone would not meet these requirements unless it had fencing that could not readily be moved running completely to the ceiling, and/or had barbed wire attached to it to prevent people from going over it; with a controlled locking gate attached.

- C. Dedicated fenced container storage area

1. 16 containers (1 pt.)
2. 17 – 18 containers (2 pts.)
3. 19 – 20 containers (3 pts.)
4. 21 – 23 containers (4 pts.)
5. 24 - 25 containers (5 pts.)

Scale 0 – 5_____

VII Security and Safety

A. Does the facility meet or exceed the following security requirements?

1. Are there locking devices on all exterior doors, windows, and openings; or are they permanently sealed from entry?

Scale 0 – 3_____

2. Do the locks used on buildings and gates meet specifications of TD 72-56, Appendix E, attached (e.g., deadbolts, multiple pin tumblers, interchangeable cores, serial numbers)?

Scale 0 – 3_____

3. Does facility maintain records for keys issued?

Scale 0 – 2_____

4. Is there secured fencing to enclose the areas around cargo storage structures, support buildings, and exterior stored cargo?

Scale 0 – 3_____

5. Is the fence line / perimeter under your complete control (not shared)?

Scale 0 – 1_____

6. Is the number of entrance / exit gates kept to a minimum of two or less for access?

Scale 0 – 1_____

7. Is there a gatehouse(s) and is it properly staffed during business hours?

Scale 0 – 3_____

8. Does your gatehouse guard perform regular, random spot / trunk checks?

Scale 0 – 2_____

9. Is access to the CES employee parking lot subject to security controls (i.e. within sight of the gatehouse, viewed by closed circuit TV, in view of CES office windows and/or the CBP Employee's office, etc)?

Scale 0 – 1_____

10. Is the fenced container yard adjacent to the CES?

Scale 0 – 2_____

11. Is there a working alarm system? Scale 0 – 3_____
12. Is the alarm system monitored 24 hours a day? Scale 0 – 5_____
13. Is there a separate alarm for CBP offices? Scale 0 – 1_____
14. Does the CBP alarm allow for a CBP only access code? Scale 0 – 4_____
15. Is there a full time security guard on site after the CES closes? Scale 0 – 2_____
16. Is there a roving (mobile) security guard (separate from the gatehouse guard) during operating hours? Scale 0 – 1_____
17. Is there a permanent physical barrier between the CES and other cargo Operations? Scale 0 – 1_____
- Permanent is to be interpreted as a barrier not capable of being moved without the use of heavy equipment and unable to be physically scaled over (as a minimum). "Jersey" K-rail barriers alone would not meet this requirement unless it had specific fencing that could not readily be moved running completely to the ceiling, and/or had barbed wire attached to it to prevent people from going over it; with a controlled locking gate attached.
18. Did the applicant provide proof that the facility fully complies with the Occupational Safety and Health Act (OSHA)?
- Documentation Provided_____
- Scale 0 – 5_____

B. Lighting

1. Is there lighting provided in the examination area, as well as in the interior of the containers being stripped? Scale 0 – 1_____
2. Is there lighting at every entrance, exit, and gate area? Scale 0 – 2_____

3. Is there lighting in container holding areas? Scale 0 – 2_____

4. Is there specific security lighting for the perimeter fence line? Scale 0 – 1_____

5. Is the lighting under the control of the CES Operator? Scale 0 – 1_____

C. HAZMAT Safety Features

1. Is there an onsite SOP for detection, decontamination and removal of hazardous materials, including instructions in the event of an accident involving HAZMAT? Scale 0 – 3_____

2. Is HAZMAT awareness training given to employees and recorded in their files? Scale 0 – 2_____

3. Do you have a certified HAZMAT Coordinator? Scale 0 – 3_____

4. Are certified HAZMAT handlers available on a daily basis? Scale 0 – 2_____

D. Other safety features

1. Are there onsite eyewash stations? Scale 0 – 2_____

2. Are there eyewash stations located in each exam area? Scale 0 – 1_____

3. Are there any onsite emergency showers? Scale 0 – 2_____

4. Are there emergency showers located in each exam area? Scale 0 – 1_____

5. Do you have any onsite certified first aid employees? Scale 0 – 2_____

4. Do you have any full time custodial personnel? Scale 0 – 1_____

5. Are exit signs posted throughout the facility? Scale 0 – 1_____

6. Are exit signs illuminated? Scale 0 – 1_____

7. Are fire escape plans posted conspicuously? Scale 0 – 2_____

8. Are operational fire extinguishers (to OSHA standards) available throughout the warehouse?
Scale 0 – 3_____
9. Are first aid kits installed on the warehouse floor?
Scale 0 – 1_____
10. Is there an established lane system for forklift and pedestrian traffic?
Scale 0 – 2_____
11. Are the lanes clearly marked?
Scale 0 – 2_____
12. Are the lanes permanently painted?
Scale 0 – 2_____
13. Are mirrors installed at / around “blind” corners throughout the warehouse?
Scale 0 – 3_____
14. Are speed limits (for forklifts) posted?
Scale 0 – 3_____
15. Is there a designated area adjacent to the CES facility for trucks awaiting service?
Scale 0 – 2_____
16. Are truck lanes clearly marked to facilitate spotting containers at cargo doors?
Scale 0 – 2_____
17. Is there a CES facility traffic control plan?
Scale 0 – 1_____
18. Does the traffic control plan provide a means to ensure that trucks waiting to enter the facility do not interfere with street traffic?
Scale 0 – 1_____
19. Is occupational safety training provided to the employees of the CES?
Scale 0 – 1_____
20. Does the facility have its own emergency evacuation plan?
Scale 0 – 3_____
21. Is all training recorded in the employee’s personnel file?
Scale 0 – 1_____
22. Would these records be available for review / verification?
Scale 0 – 1_____

25. Is there a closed circuit TV system to monitor the inside of the warehouse and the outside perimeter of the warehouse?

Scale 0 – 3_____

26. Is there sufficient ventilation of the warehouse to control dust and fumes to prevent irritation of eyes or skin?

Scale 0 – 2_____

VIII Equipment

A. Number of available forklifts (up to 5,000 lbs.)

- 1 (1 pt.)
- 2 (3 pts.)
- 3 (5 pts.)

Scale 0 – 5_____

B. Number of available forklifts (5,001-10,000 lbs.)

- 1 (1 pt.)
- 2 (3 pts.)
- 3 (5 pts.)

Scale 0 – 5_____

C. Number of available yard goats/tractors

- 1 (1 pt.)
- 2 (3 pts.)
- 3 (5 pts.)

Scale 0 – 5_____

D. Electricity for reefer containers

1. Are there electrical outlets for each container serviced within the facility?

- For each container (5 pts.)
- For every other container (3 pts.)
- For every third container (1 pt.)

Scale 0 – 5_____

E. Additional equipment

1. Specific equipment to handle vehicles?

Scale 0 – 1_____

2. Specific equipment to handle boats?

Scale 0 – 1_____

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 3. Specific equipment for liquids and dry bulk? | Scale 0 – 1_____ |
| 4. Rug poles? | Scale 0 – 1_____ |
| 5. Barrel clamps? | Scale 0 – 1_____ |
| 6. Squeezes? | Scale 0 – 1_____ |
| 7. Skid/Pallet pullers? | Scale 0 – 1_____ |
| 8. Pallet jack? | Scale 0 – 1_____ |
| 9. Banding equipment? | Scale 0 – 2_____ |
| 10. Floor scale? | Scale 0 – 4_____ |
| 11. Garment Hangers? | Scale 0 – 4_____ |
| 12. Shrink Wrapping Equipment (used to re-seal cargo after exam)? | Scale 0 – 5_____ |
| 13. Ability of the applicant to obtain (purchase/rent/contract) the necessary equipment to unload and reload <u>all types of cargo</u> designated for CBP inspection. | Scale 0 – 5_____ |

IX Fee Schedule (See attached Appendix C)

- A. The selected CES applicant will be subject to any special costs incurred for facility modifications to meet specific cargo handling, storage requirements, or security standards. The principle of fee comparability will be applied and will be obtained by measuring fees outlined in the application, with those currently

charged for similar services in the area to be served by the CES.

B. The rating will be based upon these figures with superior being comparable or more reasonable than the comparable average, good being truly comparable, acceptable being slightly over the comparables and unacceptable being significantly higher than the comparables. It should be noted that the lowest fee schedule may not always be the most reasonable if it is too low to maintain a profit or hire enough labor. This is one reason fee comparability is so important.

1. Facility or Minimum Charge.

Scale 0 – 5_____

2. Drayage Charges.

Scale 0 – 5_____

3. Container Unloading / Reloading Charges.

Scale 0 – 5_____

4. LCL Examinations.

Scale 0 – 5_____

5. Garments on Hangers (GOH).

Scale 0 – 5_____

6. Unloading & Reloading (Special Handling Commodities)

Scale 0 – 5_____

7. Sorting / Segregation.

Scale 0 – 5_____

8. Sorting (if in addition to item 7, above).

Scale 0 – 5_____

9. Reefer Cargo Storage.

Scale 0 – 5_____

10. Free Storage Time After Release by CBP.

Scale 0 – 5_____

11. Storage Charges.

Scale 0 – 5_____

12. Alternate Carrier Moves of CES IEA (Y = 0, N = 5).

Scale 0 – 5_____

13. Shipment on Government Hold.

- Scale 0 – 5_____
14. Overtime Rate. Scale 0 – 5_____
15. Any Additional Charges. Scale 0 – 5_____
16. Average total cost 20' container, 1,000 non-palletized boxes, 3 hours (See Appendix C) Scale 0 – 5_____
17. Average total cost 40' container, 2,000 non-palletized boxes, 5 hours (See Appendix C) Scale 0 – 5_____
18. Average total cost 40' container, 2,000 palletized boxes, 3 hours (See Appendix C) Scale 0 – 5_____

X Miscellaneous Criteria

A. Staffing

1. Can you accommodate an increase in CES workload, which may require more workers than you normally and regularly employ? Scale 0 – 3_____
2. Is labor force comprised of permanent employees? Scale 0 – 5_____
3. Is labor force comprised of part-time employees? Scale 0 – 2_____
4. Will any portion of the labor force be comprised of day laborers (casual / temporary)? Scale 0 – 1_____
5. Is there labor available Monday-Friday (0800-1700)? Scale 0 – 5_____
6. Is the workforce/labor subject to random drug screening? Scale 0 – 3_____
7. Can you provide one yard tractor and driver for the movement of containers

within the CES complex?

Scale 0 – 5_____

8. Is labor available after normal hours and on weekends on an as needed basis?

Scale 0 – 3_____

9. Will CBP have ready access to the facility at any time?

Scale 0 – 5_____

10. Will there be methods utilized that will readily identify the CES employees (e.g., CES facility controlled identification card, picture ID, plastic badge, etc.)?

Scale 0 – 5_____

XI CBP Office Space

A. Is there dedicated office space for CBP personnel consisting of at least one desk, one chair, one telephone, two duplex electrical outlets and a computer line for each **CBP employee twelve (12)** plus one additional dedicated phone line and a fax phone line for general office use for all employees?

Scale 0 – 5_____

1. How much office space is available for CBP?

- 2,259 – 2,300 sq ft (1 pt.)
- 2,301 – 2,500 sq ft (3 pts.)
- 2,501 – 3,000 sq ft (5 pts.)

Scale 0 – 5_____

2. Does the CBP office space have a conference/training room?

Scale 0 -5 _____

3. In addition to the employee work space above, is there an additional 100 sq ft of space in the CBP office for file storage and to place a fax machine and photo-copy machine?

YES _____ NO _____

4. Is there an additional 100 sq ft of space in the CBP office to serve as a break room for the exclusive use of CBP?

YES _____ NO _____

5. Is there 100 sq ft for a secure CBP computer/phone support room (Refer to the attachment to this application?)

YES _____ NO _____

6. Is the CBP Office an enclosed private office with a lock?

YES _____ NO _____

7. Is the CBP Office an enclosed private office with an alarm?

YES _____ NO _____

8. Is the CBP Office within direct view of the examination area, or are CBP employees able to view the examination area through the use of closed circuit TV?

YES _____ NO _____

B. Is there a secured tool storage and a work area equipped with workbench, 5-hp commercial garbage disposal, deep industrial sink, electrical outlets and lighting?

Scale 0 – 3 _____

C. For CBP agriculture examinations, are you able to provide three tables with dimensions 30" X 72" X 42" (W X L X LL) with a white top and illuminated with extra fluorescent lighting?

Scale 0 – 5 _____

D. Do you provide a regular exterminator / pest control program?

Scale 0 – 5 _____

E. Can you provide vehicle parking spaces for personally owned vehicles (POVs) and government owned vehicles (POVs)? For questions 1-3:

1. **POVs – 12 minimum** (1,024 sq. ft.)

Scale 0 – 5 _____

2. **GOVs – 4 regular** (1,024 sq. ft.) adjacent to warehouse

Scale 0 – 5 _____

3. **GOV – 3 oversized** parking spaces (1,080 sq. ft.)

Scale 0 – 5 _____

F. Is the CBP office space directly adjacent to the CES warehouse?

Scale 0 – 3 _____

G. Will there be a changing / dressing area separate / divided from the main bathroom area?

Scale 0 – 3_____

H. Is potable water provided in the examination area and / or the CBP office?

Scale 0 – 3_____

I. Are there separate male and female bathrooms available for the exclusive use of CBP employees in the examination area and/or the CBP office?

Scale 0 – 3_____

1. The anticipated number of CBP employees assigned is approximately **twelve 12**. This figure may be used to calculate the number of facilities required. The number of facilities required should be evenly divided between male and female.

How many stalls are available?

- 1 stall each (0 pts)
- 2 stalls each (3 pts)
- 3 stalls each (5 pts)

Scale 0 – 5_____

2. Will you provide the CES facility with separate, CBP only male and female shower stalls?

Scale 0 – 3_____

J. Trash pick-up / Cleaning Services

1. Kitchen/Break room area cleaning services

- Minimum once a day

Scale 0 – 1_____

2. Bathroom cleaning services

- Minimum once a day

Scale 0 – 1_____

3. Office cleaning services

- Minimum once a day

Scale 0 – 1_____

XII Facility

- A. Do you have at least one fax line at the facility?

Scale 0 – 5_____

- B. Are you completely familiar in your knowledge and ability to handle international cargo?

Scale 0 – 5_____

- C. How many years of experience do you have in dealing with CBP and the handling/release of international cargo?

Please provide brief description of your experience: _____

Scale 0 – 5_____

- D. Does the applicant own this facility?

Scale 0 – 5_____

- E. If leased, is the lease extendable?

Scale 0 – 5_____

- F. Number of permanent drivers the applicant employs who are available to pick up containers?

2 drivers – 1 pt.
3 drivers – 3 pts.
4 drivers – 5 pts.

Scale 0 – 5_____

F. Applicant ability to provide the minimum, mandatory 100 mbps bandwidth requirement.

Scale 0 – 5_____

Total Score_____

Date and Signature of Evaluation Team Members: