



UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA
OFFICE OF THE CLERK

KATHLEEN J. CAMPBELL
Executive Officer
Clerk of Court

M E M O R A N D U M

DATE: May 21, 2026

REPLY TO:
ATTN OF: Jennifer Harmon, Space & Facilities Supervisor

SUBJECT: **Scope of Work**
Project: Courtroom AV Upgrade- Floor Box AV Cabling
TO: Roland Blanco, Office Services Manager
Purchasing

1. LOCATION

U. S. Bankruptcy Court, Ronald Regan Bldg, 411 W. Fourth St. 5th Floor, Santa Ana, CA 92701

2. PROJECT DESCRIPTION

Request an estimate for a vendor to run AV cabling in two courtrooms on the 5th floor, which will need access to the 4th floor plenum space. Installation of new AV cables in these two courtrooms as part of a system modernization initiative to support **updated technology** standards, improve the courtroom technology experience, and ensure the systems remain reliable.

3. SCOPE OF WORK

Vendor to perform the following:

- Pull specified AV cables to various locations in courtroom 5A and 5B as outlined in attached diagram
- Cables shall be labeled using non-handwritten media in a format approved by the courts
- Coil no less than 10' of cable for each run in AV rack area for proper wire management and termination
- Coil no less than 10' of cable for each run at end point locations for management and termination
- All bulk cable is supplied by courts
- All terminations performed by court personnel
- Use existing cable paths
- Remove old cables from cable pathways
- Properly dispose of old cables

NOTE: Schedules must be coordinated with the Court. The access to the 4th floor must be coordinated in advance.

4. **Project Coordination:**

- A. Project coordination will be handled by Jennifer Harmon by phone 213-894-4517 or email at jennifer_harmon@cacb.uscourts.gov.
- B. Vendor to perform work after 6pm or on weekends, unless working on the 4th floor, this will be done during normal working hours.
- C. Area to be free and clear of debris when complete.

5. **SPECIAL REQUIREMENTS**

- A. If the project is delayed for any reason on the part of the vendor, the court **will not** be held financially liable for additional charges.
- B. For loading dock parking pass, the vendor will provide the following information for each vehicle to Jennifer Harmon at least 24 hours prior to start of work:
 - a. Company Name
 - b. Driver's name (Upon request by security guard, driver must have a valid driver's license)
 - c. Vehicle make, model, and color
 - d. License plate number
 - e. Cellular telephone number

NOTE:

Company personnel must either have a current GSA identification card or must be cleared through GSA and the U.S. Marshals Service to work without an escort.

All company personnel must have valid state issued identification in order to enter the building through the loading dock.

