



**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 11, 2022

**REPLY TO**  
**ATTN OF:** Alexandra Ordaz, Facilities Project Coordinator

**SUBJECT:** **Scope of Work**  
**Project: LA Courtrooms Millwork Touch-up**

**TO:**

**1. LOCATION**

U.S. Bankruptcy Court, Roybal Federal Bldg, 255 E Temple St. Los Angeles, CA 90012

**2. PROJECT DESCRIPTION**

Request for a vendor to provide the labor and materials to touch up the millwork in ten courtrooms in Los Angeles and remove swing doors from five courtrooms.

**3. SCOPE OF WORK**

- A. Vendor to fill scratches, reattach/smooth lifting veneer/laminate throughout the entire courtroom. Areas to included millwork walls, built-in furniture, and doors.



- B. Stain colors to match existing colors in the courtrooms.

- C. Vendor to remove and dispose the swing doors in five courtrooms, 1368, 1545, 1568, 1639, and 1675. After removal, vendor should refinish the millwork where hinges were removed and touch-up surrounding areas leaving a smooth finished look. Photos below for

reference.



PLEASE LIST AS OPTION FOR ESTIMATE PURPOSES:

Vendor to stain the reveal lines on the lectern and counsel table end panels in all 10 courtrooms. Photo below for reference.



Note: Vendor is responsible for properly airing out the rooms to prevent lingering chemical smell.

**4. PROJECT COORDINATION:**

- A. Project coordination will be handled by Alexandra Ordaz by phone 213-894-2131 or email at [alexandra\\_ordaz@cacb.uscourts.gov](mailto:alexandra_ordaz@cacb.uscourts.gov)
- B. Vendor to perform work during normal business hours on Fridays or after hours and weekends.

Edward R. Roybal Federal Building and Courthouse □255 East Temple Street □Los Angeles, California 90012

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. If damage is caused to any court property or building component, the vendor will be held responsible for repairs and/or replacement.
- B. For the Los Angeles loading dock parking pass, the vendor will provide the following information for each vehicle to Alexandra Corey 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:**

The Los Angeles loading dock entrance has a height clearance of 12 feet 6 inches.

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.