



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 10, 2022

REPLY TO
ATTN OF: Alexandra Ordaz, Facilities Project Coordinator

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

TO:

1. LOCATION

U.S. Bankruptcy Court, 1415 State St, Santa Barbara, CA 93101

2. PROJECT DESCRIPTION

Request for a vendor to provide the labor and materials to touch up the millwork in two courtrooms in Santa Barbara.

3. SCOPE OF WORK

- A. Vendor to fill scratches, reattach/smooth lifting veneer/laminate throughout the entire courtroom.
- B. Stain color to match existing color in the courtrooms.
- C. Areas to include millwork walls, built-in furniture, and doors.

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
- B. Vendor to perform work during normal business hours on Fridays or after hours and weekends.
- 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. Santa Barbara does not have a loading dock

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.