



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

**KATHLEEN J. CAMPBELL**  
Executive Officer  
Clerk of Court

# MEMORANDUM

**DATE:** June 8<sup>th</sup>, 2023

**REPLY TO**  
**ATTN OF:** Diana Wong

**SUBJECT:** **Scope of Work**  
**Project:** Chambers Millwork Touch-up  
**TO:** Roland Blanco, Office Services Manager  
Purchasing

**1. LOCATION**

U. S. Bankruptcy Court, 3420 Twelfth Street, Riverside CA 92501

**2. PROJECT DESCRIPTION**

Request vendor to provide labor and materials to touch-up and fix the wear and tear of the veneers in chambers space. The veneers in chambers have been lifting due to wear and tear over the years.

**3. SCOPE OF WORK**

- A. Vendor to provide labor and materials to fill scratches and smooth lifting veneer/laminates.
- B. Stain to match existing color in the chambers.
- C. Areas to include millwork walls and built-in furniture and doors.
- D. If damage is caused to any court property or building component, the vendor will be held responsible for repairs and/ or replacement.
- E. Chambers and Doors that require touch-up:
  - Chambers 302 (Judge Yun) – 4 doors
  - Jury Room 392 – 1 door
  - Jury Room 388 – 1 door
  - Chambers 385 (Judge Johnson) – 4 doors
  - Chambers 365 9 Judge Reyes Bordeaux – 5 doors
  - Library 355 – 2 doors
  - Chambers 325 (Judge Houle) – 5 doors
  - Jury Room 316 – 1 door
  - Jury Room 313 – 1 door

B. See below for photos.

**4. PROJECT COORDINATION:**

- A. Project coordination will be handled by Diana Wong by phone 213-894-8967 or email at [diana\\_wong@cacb.uscourts.gov](mailto:diana_wong@cacb.uscourts.gov)
- B. Vendor to perform work during normal business hours or afterhours if disruptive.
- 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 the Riverside loading dock parking pass, the vendor will provide the following information for each vehicle to Diana Wong 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 Riverside loading dock entrance has a height clearance of 13 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.

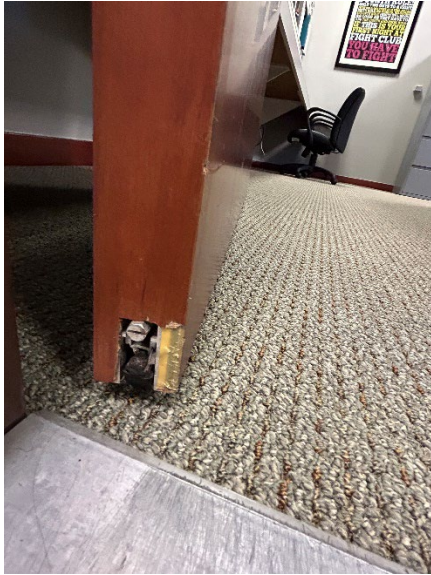
If the project is delayed for any reason on the part of the vendor, the court will not be held financially liable for additional charges.

**Photos:**

Chambers veneers need to be refinished and touched up. Veneers are lifting due to wear and tear over the years.

<p><b><u>Chambers 302 (Judge Yun)</u></b> Door Touch-up: 4</p>
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**Jury Room: 392**  
Door Touch-up: 1

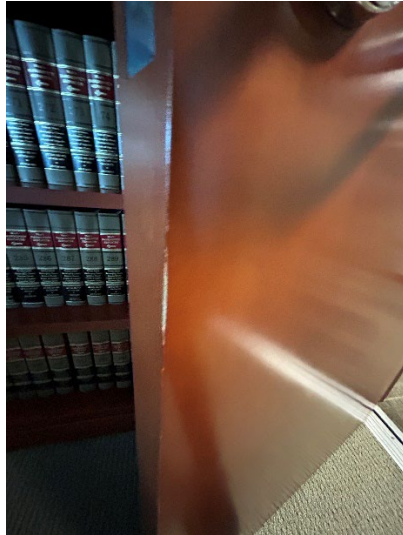


**Jury Room: 388**  
Door Touch-up: 1



**Chambers 385: Judge Johnson**  
Doors Touch-up: 4



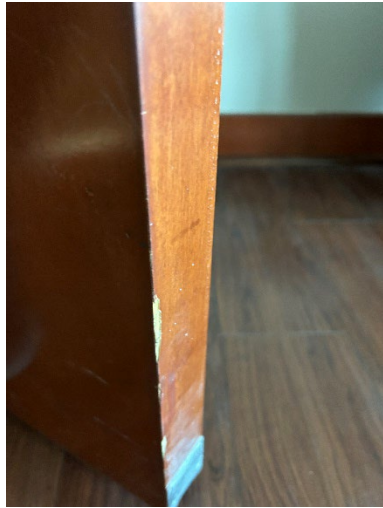


**Chambers 365: Judge Reyes Bordeaux**  
Door Touch-up: 5

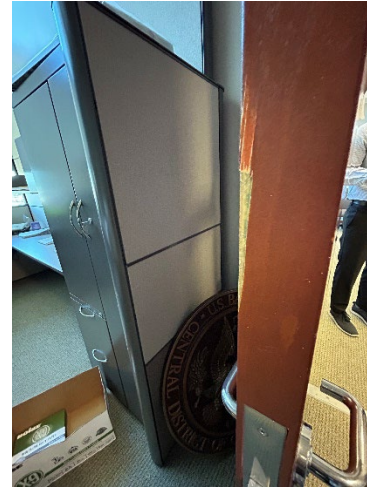
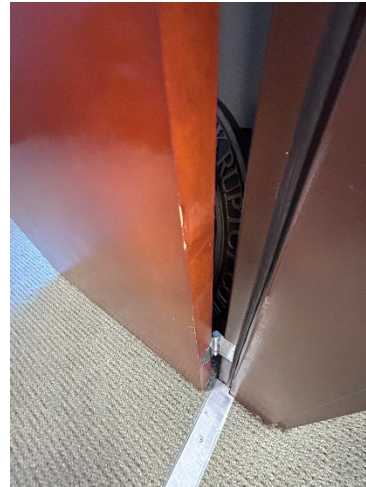
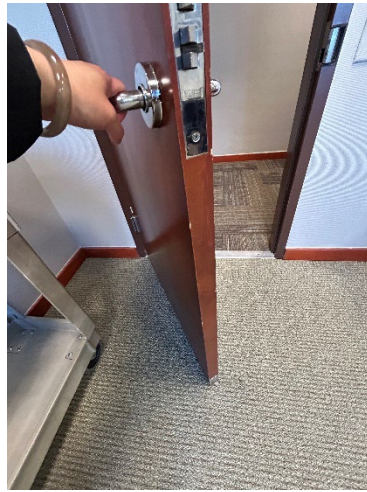


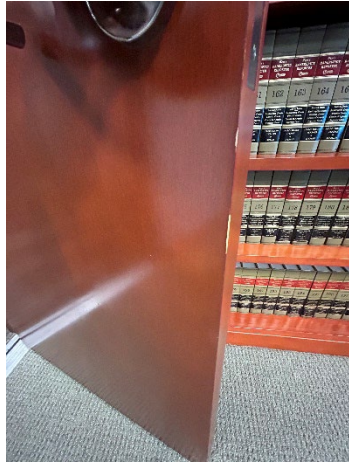
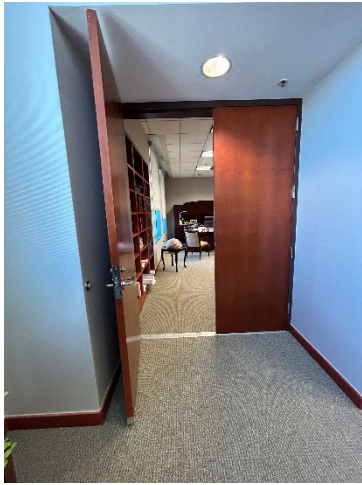


**Library 355**  
Door Touch-up: 2



**Chambers 325: Judge Houle**  
Door Touch-up: 5





**Jury Room: 316**  
Door Touch-up: 1

**Jury Room: 313**  
Door Touch-up: 1

