



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

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

# MEMORANDUM

**DATE:** May 10<sup>th</sup>, 2022

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

**SUBJECT:** **Scope of Work**  
**Project:** RS Courtroom Touch-up & Repairs  
**TO:** Roland Blanco, Office Services Manager  
Purchasing

**1. LOCATION**

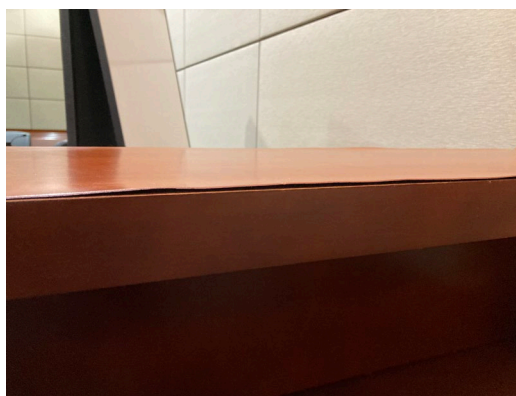
U. S. Bankruptcy Court, 3420 Twelfth Street, Riverside CA 92501

**2. PROJECT DESCRIPTION**

Request for a vendor to provide the labor and materials to touch-up and repair the millwork and wood in the courtrooms.

**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 courtroom.
- c. Areas to include millwork walls and built-in furniture and doors.
- d. Areas to be properly ventilated to prevent lingering chemical smells.



**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 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.
- 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.