



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

KATHLEEN J. CAMPBELL
Executive Officer
Clerk of Court

MEMORANDUM

DATE: May 10th, 2022

REPLY TO
ATTN OF: Diana Wong

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

1. LOCATION

U. S. Bankruptcy Court, Ronald Reagan Bldg, 411 W. Fourth St., Santa Ana, CA 92701

2. PROJECT DESCRIPTION

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

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 that need touch-up:
 - Chambers 5040 (Judge Smith) – 2 doors and frames
 - Chambers 5085 (Judge Albert) – 4 doors and frames
 - Chambers 5130 (Judge Clarkson) – 5 doors and frames
 - Chambers 5165 (Judge Clifford) – 5 doors and frames
 - Chambers 6135 (Judge Houle) – 2 doors and frames
- f. 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.
- 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 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
- C. 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
- D. All company personnel must have valid state issued identification in order to enter the building through the loading dock.

Photos:

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

Chambers 5040 (Judge Smith)

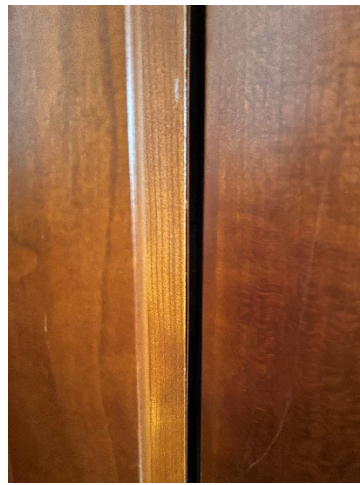
Doors to touch-up: 2



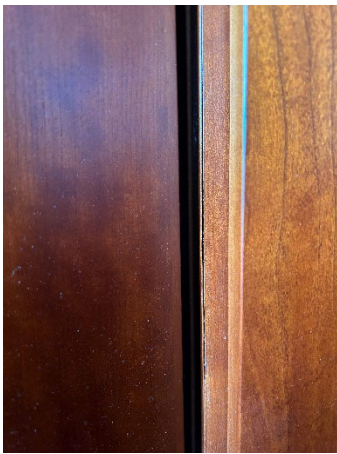
Chambers 5085 (Judge Albert)

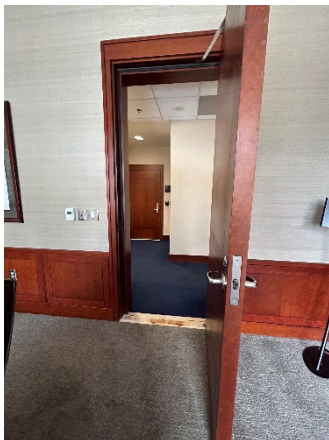
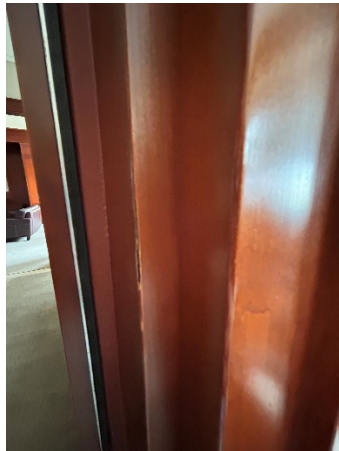
Doors to touch-up: 4





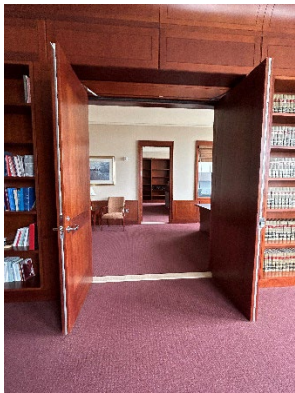
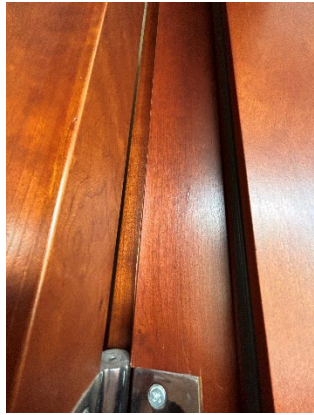
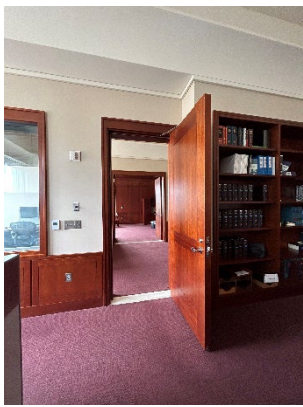
Chambers 5130 (Judge Clarkson)
Doors to touch-up: 5





Chambers 5165 (Judge Clifford)

Doors to touch-up: 5



Chambers 6135 (Judge Houle)

Doors to touch-up: 2

