



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 Courtroom Touch-up & Repairs
TO: Roland Blanco, Office Services Manager
Purchasing

1. LOCATION

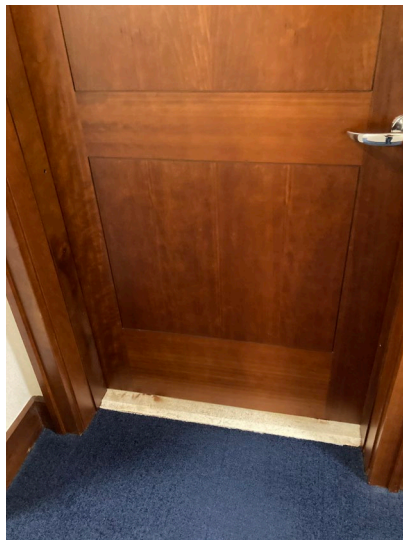
U. S. Bankruptcy Court, Ronald Regan Bldg, 411 W. Fourth St., Santa Ana, CA 92701

2. PROJECT DESCRIPTION

Request for a vendor to provide the labor and materials to touch-up and repair the millwork and wood in the 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.
- B. Vendor to perform work 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 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.