



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: SFV Courtrooms Millwork Touch-up

TO:

1. LOCATION

U.S. Bankruptcy Court, 21041 Burbank Blvd, 3rd Floor, Woodland Hills, CA 91367

2. PROJECT DESCRIPTION

Request for a vendor to provide the labor and materials to touch up the millwork in three courtrooms in Woodland Hills.

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 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.

NOTE:

Woodland Hills Courthouse does **not** have a loading dock.

Woodland Hills Courthouse does **not** have a freight elevator.

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.