



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: June 3, 2026

REPLY TO
ATTN OF: Jennifer Harmon, Space & Facilities Supervisor

SUBJECT: **Scope of Work**
Project: 3rd Floor Flooring
TO: Roland Blanco, Office Services Manager
Purchasing

1. LOCATION

U. S. Bankruptcy Court, 3420 Twelfth Street, 3rd floors, Riverside CA 92501

2. PROJECT DESCRIPTION

Request the vendor to demolish existing flooring in specified areas and replace it with lower pile carpet or LVT for easier ADA access to all delineated judicial spaces support the needs of a new Judge.

3. SCOPE OF WORK

- A. Demolition, selected contractors must be careful not to damage existing wood floor cove base, base will be reused. If cove base gets damaged during the project, the contractor will need to repair or replace it.
- 3rd floor secure hallway- approximately 2,100 Sq Ft of carpet tile.
 - Courtroom 304- ramp and judge's bench- approximately 300 Sq Ft. This carpet should be kept in reusable condition and stored with court attic stock on the 1st floor.
 - Chambers 385- approximately 1,370 Sq Ft of broadloom carpet and padding.
- B. New Flooring, if height different in new flooring causes any gaps to existing base or doors, contractor must offer a solution to create a professional finished look, with either added trim, floor leveling or slight ramping, or other solution.
- 3rd floor secure hallway- approximately 2,100 Sq Ft of LVT, glue down to help prevent excessive noise. Additional recommendations on sound dampening solutions are encouraged.
 - Courtroom 304- ramp and judge's bench- approximately 300 Sq Ft of LVT, glue down to help prevent excessive noise. Sound dampening solutions in the floor are welcome. Transition strips will be needed between existing carpet and new LVT.
 - Chambers 385- approximately 660 Sq Ft of LVT, glue down to reduce excessive noise. Sound dampening solutions in the floor are welcome.
 - Chambers 385- approximately 710 Sq Ft of new carpet tiles with hard back and low pile.

- C. Contractor to remove all furniture and packed moving boxes from chambers to include judge's chambers, judge's conference area, JA desk and law clerk systems furniture. Law Clerk systems furniture is AIS Matrix with power and data running through the panels, vendor to carefully remove and replace data cables, to be labeled so all data is placed back in the same workstation location.
- D. Contractor to return all furniture to chambers after flooring is completed. Furniture should be replaced in exact location as it was when items were removed unless otherwise specified.
- E. Contractor is to leave existing floor electrical boxes accessible, unless otherwise specified. Contractor to replace flooring patch in floor box cover to match. If a new cover is needed, contractor to have samples available for court's approval.
- F. All chambers and courtroom within the secure hallway will need to be accessible during normal hours, areas must remain free and clear of tools and debris for normal court operations.

4. PROJECT COORDINATION:

- A. Project coordination will be handled by Jennifer Harmon by phone 213-894-4517 or email at jennifer_harmon@cacb.uscourts.gov
- B. Vendor to perform work after normal hours or on a weekend.
- C. Area must be kept free and clear of debris when complete

5. SPECIAL REQUIREMENTS

- A. If the project is delayed for any reason on the part of the contractor, the court **will not** be held financially liable for additional charges.
- B. For the Riverside loading dock parking pass, the contractor will provide the following information for each vehicle to Jennifer Harmon 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.