

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 - CITY HALL 455 MAIN ST.
PHONE (508) 799-1220

BID INVITATION
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

BID NO. 7747-W2

DATE: January 4, 2022

CITY OF WORCESTER
Christopher J. Gagliastro, MCPPO
Purchasing Agent

BUYER: Chris Gagliastro

NOTICE TO BIDDERS
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 5 below.

COMPLETE ORIGINAL COPY (including ALL required pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:

DATE: January 26, 2022

TIME: 10:00 AM LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK ENVELOPE **"Bid No. 7747-W2, Refurbishing City Hall Portraits / DPWP"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

GENERAL

1. This Bid Invitation covers: Provide all labor, materials, equipment, and services required to refurbish multiple portraits that are located within City Hall as per the attached requirements and specifications of the City of Worcester.
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ None must accompany this bid.
3. **NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**
4. A performance bond in the amount of \$ n/a of the total dollar award is required.
5. A payment bond in the amount of \$ n/a of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: all apply
7. Questions pertaining to this bid must be directed to: Chris Gagliastro via email at gagliastroc@worcesterma.gov
8. The following meanings are attached to the defined words when used in this bid form.
 - a) The word "City" means The City of Worcester, Massachusetts.
 - b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or any part thereof.
 - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - d) The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are

to be in writing to the Purchasing Division (or e-mailed at gagliastroc@worcesterma.gov). No changes will be considered or any interpretation issued unless request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.

10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. Conditional Bids Will Not Be Accepted.
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L.C.43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes, and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. **All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and The Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either or underlet the contractor, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a Legal Holiday) from the date of the mailing of a notice from the City to him, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.
24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid is accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form when submitting a bid. Bidder must sign and return complete forms.
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants, or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

INSURANCE AND WORKER'S COMPENSATION

27. **COMMERCIAL GENERAL LIABILITY INSURANCE** – Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. **AUTOMOBILE LIABILITY INSURANCE** – Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limits, of \$ 1,000,000.00 (all owned, hired and non-owned autos).
29. **COMPENSATION INSURANCE** – Contractor shall furnish the City of Worcester with certificates showing that all of his or her employees who shall be connected with this work are protected under Massachusetts' statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for any one of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the contracting officer certificates from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may be otherwise stated herein, the Contractor shall also carry bodily injury and property damage insurance in amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engage in this contract.

DISCOUNT

33. Prompt Pay discounts will be considered when determining the low bid except when Prompt Pay discounts are for a period of less than 30 days. In this event Prompt Pay discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

GUARANTEE

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and/or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

DELIVERIES AND COMPLETION

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City, through its Purchasing Division, reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

SAMPLING AND ANALYSIS

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples, shall be given the opportunity, while sampling, to affix his signature to the delivery slip each item represented in his sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his proposal, the Purchasing Agent may at his option exercise his right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation; that no officer or agent of the City is directly or indirectly interested in this bid; and he proposes and agrees that if this proposal is accepted he will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or request for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Chapter 6, Section 178C of the General Laws and who must register with the sex offender registry board.
47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or

employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.

49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term “responsible bidder” means “a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance.” Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor’s inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor’s system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder’s care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days’ notice as otherwise provided herein

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name Address Zip Code

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1)	If a Proprietorship
	Name of Owner _____
	Business Address _____
	Zip Code _____ Telephone No. _____
	Home Address _____
	Zip Code _____ Telephone No. _____

(2)	If a Partnership												
	Full names and addresses of all partners												
	<table><tr><td><u>Name</u></td><td><u>Address</u></td><td><u>Zip Code</u></td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr></table>	<u>Name</u>	<u>Address</u>	<u>Zip Code</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____
<u>Name</u>	<u>Address</u>	<u>Zip Code</u>											
_____	_____	_____											
_____	_____	_____											
_____	_____	_____											
	Business Address _____ Zip Code _____												
	Tel. No. _____												

(3) If a Corporation

Full Legal Name _____

State of Incorporation _____ Qualified in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street P.O. Box

City/Town State Zip

Telephone No. _____

Place of Business in Massachusetts _____

Street P.O. Box

City/Town State Zip

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts _____

Street P.O. Box

City/Town State Zip

Telephone No. _____

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____ TITLE _____
PLEASE SIGN

DATE _____ BID SECURITY \$ _____

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* _____ TEL. NO. _____

NAME (PLEASE PRINT) *Contract Administrator* _____ TEL. NO. _____

FAX NUMBER _____ FAX # _____

E-MAIL (Customer Service Rep.): _____

E-MAIL (Contract Administrator): _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

" The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) _____
Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

PROPOSAL PAGE

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES ☒ NO ☐

Delivery to be made to: City Hall, Worcester, MA

This Bid includes addenda numbered _____

NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING

BIDDER TO COMPLETE ITEMS BELOW

Item No.	Estimated Quantity	Description	Total Amount
<p>This bid invitation covers: provide all labor, materials, equipment, and services required to refurbish multiple portraits that are located within City Hall as per the attached requirements and specifications of the City of Worcester.</p> <p style="text-align: center;"><i>Time for Completion = 320 calendar days from contract execution</i></p> <p>Questions pertaining to the bid MUST be directed to Chris Gagliastro via email at gagliastroc@worcesterma.gov</p>			<p style="text-align: center;">\$ _____ Lump Sum Total Amount for All Refurbishing</p>

TERMS, PROMPT PAY DISCOUNT _____% 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN _____ DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER _____

BASE BID

- Peter C. Bacon
- Phinehas Ball
- William Bennett
- Alexander H. Bullock
- Joseph Casdin
- Isaac Davis 4th floor
- Isaac Davis 3rd floor
- Edward Davis
- Rufus B. Dodge Jr.
- Edward Earle
- Samuel E. Hildreth
- Andrew B. Holmstrom
- Israel Katz
- Frank H. Kelley
- John S.C. Knowlton
- J.S.G. Knowlton
- Jordan Levy
- Levi Lincoln
- D. Waldo Lincoln
- James Logan
- Hon. John C. Mahoney
- Henry A. Marsh
- Everett F. Merrill
- William J. Mulford
- James O'Brien
- Philip J. O'Connell
- Charles H. Peck
- Charles B Pratt

- Charles Reed
- William W. Rice
- George W. Richardson
- George W. Sherman
- Elijah B. Stoddard
- Peter F Sullivan
- Hon. Charles F. Sullivan
- John Sullivan
- George A. Wells
- Samuel Windslow



Artist: Unknown

Title: *Peter C. Bacon*

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There is lost ornamentation in the bottom two corners. The bottom left corner has been toned in the past.

Treatment recommendations: Clean the frame; replace lost ornamentation and tone losses to match existing areas of the frame; replace the acidic backing board; clean the glass; replace the existing hardware.



Artist: Unknown

Title: *Phineas Ball*, 1865

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: Basement office

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in stable condition, however there are scuff marks in the lower left. The glass has scrapes through the lower half, possibly due to cleaning. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There are chip losses in the bottom corners and beads missing in the lower right corner.

Treatment recommendations: Clean the frame; replace lost ornamentation on the frame and tone losses to match the existing areas of the frame; replace the acidic backing board; clean the glass; replace the existing hardware.



Artist: Daniel F. Breen (signed upper right)

Title: *William Bennett* 1938-1945

Structure: Oil on canvas

Dimensions: 30" x 25"

Location: 4th Floor

Priority: 3

Condition: The painting is stretched over a four-member miter cut stretcher with keys. The canvas support consists of a medium weight, plain weave fabric, probably linen. It is somewhat slack and there are stretcher bar impressions along both sides. The paint layer is moderate in thickness with no appreciable impasto.

The painting does not appear to be varnished. The surface is dry and uneven. There is a layer of grime on the surface. There are accretions throughout the lower 2/3rds of the painting.

The 3" wide painted gold frame is in good condition. There is an acidic backing board on the reverse.

Treatment recommendations: Remove the painting from the frame; remove surface dirt and accretions; flatten surface deformations; replace any missing keys and key out the stretcher; apply an isolating varnish layer; apply a final spray coating of varnish; attach an acid free backing board; surface clean the frame; re-frame using the appropriate hardware.



Artist: Unknown

Title: *Alexander H. Bullock*

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There is lost ornamentation in the bottom two corners, which have been toned in the past.

Treatment recommendations: Clean the frame; replace lost ornamentation on the frame and tone losses to match the existing frame; replace the acidic backing board; clean the glass; replace the existing hardware.



Artist: Lincoln Levinson (signed bottom right)

Title: Joseph Casdin 1959, 1962, 1967, 1968

Structure: Oil on canvas

Dimensions: 25" x 31"

Priority: 3

Condition: The painting is stretched over a four-member stretcher. The reverse is covered by an acidic brown paper.

The canvas support consists of a medium weight, plain weave fabric, probably linen. The paint layer is moderate in thickness with no appreciable impasto. (It may be soluble due to its lack of age.)

The surface coating appears to be a discolored natural resin varnish. It is very glossy. There are drip accretions in the lower left quadrant. There is a layer of grime on the surface. The 2" wide gilded wood frame includes a ½" wide linen liner. It is in sound condition.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove the discolored varnish; replace missing keys if necessary; apply a final spray coating of varnish; attach an acid free backing board; surface clean the frame; re-frame.



Artist: Unknown

Title: *Edward L. Davis*

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There is lost ornamentation in all four corners which have been toned in the past.

Treatment recommendations: Clean the frame; replace lost ornamentation and tone losses to match the existing frame; replace the acidic backing board; clean the glass; replace the existing



Artist: Unknown

Title: Isaac Davis 1856-1858, 1861

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There is lost ornamentation in all but the top right corner. The losses have been toned in the past.

Treatment recommendations: Clean the frame; replace lost ornamentation on the frame and tone losses to match the existing frame; replace the acidic backing board; clean the glass; replace the existing hardware.



Artist: Unknown

Title: Isaac Davis 1856-58-61

Structure: Oil on canvas

Dimensions: 35" x 27" (Unframed measurement)

Location: 3rd Floor

Priority: 2

Condition: The reverse of the painting is obscured by a heavy Masonite board. It appears to be stretched over a five-member stretcher. The canvas support consists of a medium weight, finely woven fabric, probably linen. It is slack on its support resulting in surface deformations throughout.

The paint layer is moderate in thickness with no appreciable impasto. There are stress cracks in the sitter's face.

The surface coating appears to be a discolored natural resin varnish. It is bloomed. There is a layer of grime on the surface. There is a 2' long vertical drip in the center of the composition. The 5" wide frame has been painted with metallic paint. It has scattered chip losses.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove the discolored varnish; consolidate unstable paint; flatten surface deformation; re-stretch edge if necessary; apply an isolating varnish layer; inpaint as necessary; apply a final spray coating of varnish; re-attach the backing board to the reverse; surface clean the frame; re-create losses and tone to match; re-frame using the appropriate hardware.



Artist: Unknown

Title: Rufus B. Dodge Jr., Mayor 1898-99-1901

Structure: Oil on canvas

Dimensions: 30" x 25" (Unframed measurement)

Location: 3rd Floor

Priority: 2

Condition: The reverse of the painting is obscured by a heavy Masonite board. The canvas support consists of a medium weight, plain weave fabric, probably linen. It is very slack on its support. There are stretcher bar impressions along the sides. Scalloping along both sides and buckles throughout are visible due to a lack of tension. It is unclear if the painting is adequately tacked to the edges. The paint layer is moderate in thickness with no appreciable impasto. There are raised stress cracks throughout the surface.

The surface coating appears to be a discolored natural resin varnish. There is a layer of grime on the surface.

The 6" wide gilded frame has scattered losses and missing ornamentation in the bottom corners.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove the discolored varnish; consolidate cracks; flatten surface deformations; remove painting from stretcher or strainer; line or strip line if necessary; re-stretch over existing stretcher if possible or a new one if necessary; apply an isolating varnish layer; in paint losses as necessary; apply a final spray coating of varnish; re-attach the backing board; surface clean the frame; re-create losses and tone to match; re-frame using the appropriate hardware.



Artist: Unknown

Title: Edward Earle 1871

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. There is lost ornamentation in the bottom right corner and a chip in the lower left corner.

Treatment recommendations: Clean the frame; replace lost ornamentation and tone losses to match the existing frame; replace acidic backing board; clean glass; replace the existing hardware.



Artist: Unknown

Title: *Samuel E. Hildreth* 1883

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There is lost ornamentation in all but the top right corner. The losses have been toned in the past.

Treatment recommendations: Clean the frame; replace lost ornamentation and tone losses to match the existing frame; replace acidic backing board; clean glass; replace the existing hardware.



Artist: Sante Graziani, 1965

Title: Andrew B. Holmstrom 1950-1953 Vice Manager 1954-1962

Structure: Oil on canvas

Dimensions: 30" x 24"

Priority: 3

Condition: The painting is stretched over a four-member miter cut stretcher. All of the keys appear to be missing. The canvas support consists of a medium weight, plain weave fabric, probably linen.

The paint layer is moderate in thickness with no appreciable impasto. The surface coating appears to be a natural resin varnish. The gloss is uneven. There is a layer of grime on the surface.

The 3" wide gilded wood frame is in good condition.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; adjust the varnish; replace missing keys; attach an acid free backing board to the reverse; surface clean the frame; re-frame using new hardware.



Artist: Sante Graziani, (signed bottom right)

Title: Israel Katz

Structure: Oil on canvas

Dimensions: 24" x 30"

Priority: 3

Condition: The painting is stretched over a four-member stretcher. All of the keys appear to be missing. The canvas support consists of a medium weight, plain weave fabric, probably linen. The paint layer is moderate in thickness with no appreciable impasto. There is a ½" scrape in the proper right shoulder.

The painting does not appear to be varnished. There is a layer of grime on the surface. There are flyspecks on the shirt and above the sitter's head. There is an accretion located 4" to the right of the sitter's forehead.

The 4" wide frame is painted a greenish gold color. It includes a 1" wide linen liner. There are chip losses in the corners.

Treatment recommendations: Remove the painting from the frame; remove surface dirt and fly specks; replace missing keys; apply an isolating varnish layer; inpaint flyspecks as necessary; apply a final spray coating of varnish; attach an acid free backing board; surface clean the frame; replace the discolored linen liner; re-frame.



Artist: Unknown

Title: Frank H. Kelley, 1880-84

Structure: Oil on canvas

Dimensions: 32" x 28"

Priority: 2-3

Location: 3rd Floor

Condition: The painting appears to be stretched over a four-member stretcher. The reverse is obscured by a heavy Masonite board. The canvas support consists of a light to medium weight, twill fabric, probably linen. There is a small puncture located 7" from the right and 11" from the top edge. There are stretcher bar impressions along the bottom and top edges. The paint layer is moderate in thickness with no appreciable impasto. There are raised stress cracks in the sitter's forehead and nose. Scrapes are visible along the bottom edge due to shifting in the frame. There is a paint loss in the sitter's proper left shoulder and small losses in the bottom center of the coat. The surface coating appears to be a discolored natural resin varnish. There is a layer of grime on the surface. There are spatter drips throughout the coat. The 5" wide gilded square frame with an oval opening is missing ornamentation along the entire right side. There are scattered chip losses throughout. The wood is split in the top and bottom right, as well as the bottom left.

Treatment recommendations: Remove the painting from the frame; remove surface grime; remove the discolored varnish; consolidate cracks and unstable paint; mend puncture; fill paint losses; apply an isolating varnish layer; inpaint losses; apply a final spray coating of varnish; attach an acid free backing board; surface clean the frame; mend split; re-create lost ornamentation; tone or re-gild to match the surrounding areas; re-frame, replacing hardware as necessary.



Artist: Unknown

Title: *John S.C. Knowlton* 1853-1854

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There is lost ornamentation in all four corners.

Treatment recommendations: Clean the frame; replace lost ornamentation and tone losses to match the existing frame; replace acidic backing board; clean the glass; replace the existing hardware.



Artist: Unknown

Title: *L.S.G. Knowlton*, Mayor 1853-54

Structure: Oil on canvas

Dimensions: 30" x 25" (Unframed measurement)

Location: 3rd Floor

Priority: 2

Condition: The reverse of the painting is obscured by a heavy Masonite board. The canvas support consists of a light to medium weight, plain weave fabric, probably linen. It is slack on its support resulting in surface deformations throughout and scalloping along the top edge.

There is debris lodged behind the lower stretcher member.

The paint layer is moderate in thickness with no appreciable impasto. There is flaking paint and pin point paint loss in the areas of deformation along the bottom. There is a 1/4" -1/2" gouge located 2" from the top and 1" from the left edge. A 2" scrape is visible to the left of the sitter's cheek located 15" from the bottom and 6" from the left edge.

The surface coating appears to be a discolored natural resin varnish. There is a layer of grime on the surface.

The 6" wide gilded frame has scattered lost areas of ornamentation along the edges and at the top right and bottom left corners.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove the discolored varnish; consolidate unstable paint; flatten surface deformations; re-stretch edges if necessary; fill losses; apply an isolating varnish layer; inpaint as necessary; apply a final spray coating of varnish; re-attach the backing board to the reverse; surface clean the frame; re-create losses and tone to match; re-frame using the appropriate hardware.



Artist: Unknown

Title: Jordan Levy, Mayor 1980-81-1988-93

Structure: Oil on canvas

Dimensions: 32" x 24" (Unframed measurement)

Location: 3rd Floor

Priority: 3

Condition: The reverse of the painting is obscured by brown paper. The canvas support consists of a medium weight, plain weave fabric, probably linen. It is very slack on its support. There is scalloping along the left side due to a lack of tension. It is unclear if the painting is adequately tacked to the edge.

The paint layer is moderately thick with low impasto.

The surface coating appears to be a discolored natural resin varnish. There are discolored varnish drips throughout. There is a layer of grime on the surface. There are wipe marks adjacent to the sitter's proper right shoulder and through the jacket. Water spatters are visible in the lower half of the composition. There is a 7" drip with an accretion in the upper right quadrant above the shoulder.

The 3" wide gilded frame has a chip loss in the bottom right corner.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove the discolored varnish; flatten surface deformations; re-stretch left edge if necessary; apply an isolating varnish layer; apply a final spray coating of varnish; attach an acid free backing board; surface clean the frame; re-frame using the appropriate hardware.



Artist: Sante Graziani, 1965

Title: Levi Lincoln, Mayor of Worcester 1848 (After a painting by S.J. Lincoln 17th Century)

Structure: Oil on canvas

Dimensions: 28" x 24" (Unframed measurement)

Location: 3rd Floor

Priority: 3

Condition: The painting is stretched over a four-member stretcher. All of the keys appear to be missing. The canvas support consists of a medium weight, plain weave fabric, probably linen. The paint layer is moderate in thickness with no appreciable impasto. There is abrasion under the sitter's arm which appears to be intentional. There is an arch of darker paint in the upper background which appears to be original and not overpaint.

The surface coating appears to be a discolored natural resin varnish. There is a layer of grime on the surface. The 4" wide gilded wood frame has been painted with metallic paint. There are chip losses in the corners.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove the discolored varnish; replace missing keys; apply an isolating varnish layer; inpaint losses as necessary; apply a final spray coating of varnish; attach an acid free backing board; surface clean the frame; re-frame using the appropriate hardware.



Artist: Unknown

Title: *D. Waldo Lincoln* 1863-64

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th Floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in stable condition, however there are scuff marks in the lower left edge. The glass has scrapes through the lower half, possibly due to cleaning.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There are chip losses in the bottom right corner.

Treatment recommendations: Clean frame; replace lost ornamentation and tone losses to match the existing frame; replace acidic backing board; clean glass; replace the existing hardware.



Artist: Ivan Olinsky

Title: James Logan 1908-11

Structure: Oil on canvas

Dimensions: 30" x 25" **Location:**

3rd Floor

Priority: 2

Condition: The reverse of the painting is obscured by a heavy Masonite board. The canvas support consists of a medium to heavy weight, plain weave fabric, probably linen. There are stretcher bar impressions along all four sides and surface deformation throughout. There is a protrusion or blister to the left of the sitter's head. The paint layer is moderately thick with no appreciable impasto. There are raised stress cracks throughout the surface.

The surface coating appears to be a natural resin varnish. It is uneven in its gloss. There is a layer of grime on the surface.

The 6 ½" wide gilded frame has missing ornamentation in the bottom left and right corner.

There are chip losses in the corners. There are patches of metallic paint throughout.

Treatment recommendations: Remove the painting from the frame; remove surface grime; remove the discolored varnish if necessary; consolidate unstable paint; flatten surface deformations; apply an isolating varnish layer; inpaint as necessary; apply a final spray coating of varnish; attach an acid free backing board; surface clean the frame; re-frame using the appropriate hardware.



Artist: Unknown

Title: Hon. John C. Mahoney, Mayor 1932-35

Structure: Oil on canvas

Dimensions: 30" x 25" (Unframed measurement)

Location: 3rd Floor

Priority: 3

Condition: The reverse of the painting is obscured by brown paper, but it appears to be stretched over a four-member stretcher. The canvas support consists of a medium weight, plain weave, probably linen. There are pronounced stretcher bar impressions along both sides and along the bottom edge. There is debris lodged behind the lower stretcher member creating buckles in the lower corners.

The paint layer is moderate in thickness with no appreciable impasto. There are raised stress cracks above the sitter's head.

The painting does not appear to be varnished. There is a layer of grime on the surface. There are scattered spatter stains, and drips and a 1" accretion under the collar, 8" from the bottom and 10 ½" from the left edge.

The 3" wide metal leaf frame has some abrasion and splatter stains.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove debris behind lower stretcher member; consolidate cracks; flatten surface deformation; apply an isolating varnish layer; inpaint if necessary; apply a final spray coating of varnish; attach an acid free backing board to the reverse; surface clean the frame; re-create losses and tone to match; re-frame using the appropriate hardware.



Artist: H.E.C. Peterson 1903

Title: Henry A. Marsh, Mayor 1893-95

Structure: Oil on canvas

Dimensions: 30" x 25" (Unframed measurement)

Location: 3rd Floor

Priority: 2

Condition: The reverse of the painting is obscured by a heavy Masonite board. The canvas support consists of a medium weight, plain weave fabric, probably linen. There are stretcher bar impressions along both sides.

The paint layer is moderate in thickness with no appreciable impasto. There are raised stress cracks throughout the surface and background.

The surface coating appears to be a thin layer of natural resin varnish. It is somewhat bloomed and de-saturated. There is a layer of grime on the surface. There are scattered spatter stains and a smudge in the sitter's shoulder.

The 6" wide gilded frame has missing ornamentation in the lower right corner.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove the discolored varnish; consolidate cracks; flatten surface deformations; apply a final spray coating of varnish; attach an acid free backing board to the reverse; surface clean the frame; re-create losses and tone to match; re-frame using the appropriate hardware.



Artist: J. Carol Brown (signed lower right background) **Title:**
Everett F. Merrill 1st city manager 1950-1951 **Structure:**

Photograph

Dimensions: 24" x 20" (unframed measurement)

Location: Manager's office

Priority: 3

Condition: The photograph is in stable condition. There are scrapes to the right and left of the sitter's head.

The 2 1/2" wide gilded frame is abraded in the lower right quadrant. There is dust on the surface.

Treatment recommendations: Surface clean the photograph; inpaint the scrapes; apply a final spray coating of lacquer; surface clean the frame; re-frame; replace the existing hardware.



Artist: Charlotte Wharton 1994 (signed upper left)

Title: William J. Mulford, City Manager 1985-94

Structure: Oil on canvas

Dimensions: 27" x 24"

Location: Manager's office

Priority: 3

Condition: The reverse of the painting is obscured by paper. The canvas support consists of a medium weight, plain weave fabric, probably linen.

The paint layer is moderate in thickness with no appreciable impasto. It appears to be bloomed (whitish haze) throughout. There is a bull's eye crack in the collar and lower left chin.

The surface coating appears to be a synthetic varnish. There is a layer of grime on the surface. There are spatter stains throughout the bottom half. There is an ochre paint drip in the bottom center.

The 3 1/4" wide metal leaf frame is in good condition.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove the discolored varnish; replace missing keys if necessary; apply an isolating varnish layer; inpaint as necessary; apply a final spray coating of varnish; attach an acid free backing board surface clean the frame; re-frame using the appropriate hardware.



Artist: Unknown

Title: James O'Brien, Mayor 1954-58 1960-61

Structure: Oil on canvas

Dimensions: 30" x 25"

Location: The Mayor's office

Priority: 3-4

Condition: The reverse of the painting was not accessible due to hanging. The canvas support consists of a medium weight, plain weave fabric, probably linen.

The paint layer is moderate in thickness with no appreciable impasto.

The surface coating appears to be a slightly discolored natural resin varnish. There is a layer of grime on the surface.

The 6 ½" wide frame has been painted with metallic paint. It has chip losses at the corners. The frame is too large for the painting and 1" strips of wood were added along the sides.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove the discolored varnish; replace missing keys if necessary; apply an isolating varnish layer; inpaint losses as necessary; apply a final spray coating of varnish; attach an acid free backing board;

surface clean the frame; re-frame using the appropriate hardware.



Artist: Emil B. Waite (signed lower left)

Title: David F. O'Connell, Mayor 1912

Structure: Oil on canvas

Dimensions: 30" x 25"

Location: 3rd Floor

Priority: 1

Condition: The painting is stretched over a four-member stretcher. All of the keys appear to be present. The canvas support consists of a medium to heavy weight, plain weave fabric, probably linen. The paint layer is thickly applied with low impasto. There are stress cracks throughout the surface as well as delamination between the ground and the paint layers. The painting does not appear to be varnished however there appear to be discolored glazes within the paint layer. There is a layer of grime on the surface.

The 6" wide gilded frame has been painted with metallic paint. There are chip losses scattered throughout.

Treatment recommendations: Option 1: Remove the painting from the frame; remove surface grime; consolidate unstable paint; flatten surface deformations; fill losses; apply an isolating varnish layer; inpaint losses as necessary; apply a final spray coating of varnish; attach an acid free backing board; surface clean the frame; recreate losses; tone to match the surrounding areas; re-frame with the appropriate hardware.

Option 2: All of the above plus remove painting from stretcher and line onto a stable fabric; re-stretch over existing stretcher if possible or a new one if necessary.



Artist: unknown

Title: Charles H. Peck, Superintendent of Public Buildings, 1875- 1903

Structure: Black and White photograph **Dimensions:**

30" x 25" (unframed measurement) **Location:** Attic

Priority: 3

Condition: The black and white photograph seems to be mounted on acidic paper. It is in excellent condition.

The 3" wide wood frame has scattered scrapes as well as broken edges. The glass is in good condition but very dirty. There is a heavy wooden backing board on the reverse

Treatment recommendations: Surface clean frame; fix the edges, tone scrapes to match the existing frame; clean the glass; replace acidic backing board and replace the existing hardware.



Artist: Unknown

Title: Charles B. Pratt 1877-1878-1879

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over wooden stretcher. The print is in sound condition. The glass is dirty and speckled with ceiling paint.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There is lost ornamentation in all but the top right corner. The losses have been toned in the past.

Treatment recommendations: Clean the frame; replace lost ornamentation on the frame and tone losses to match the existing frame; replace acidic backing board; clean the glass; replace the existing hardware.



Artist: Unknown

Title: *Charles Reed*

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is printed on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There is lost ornamentation in all but the top left corner. There is also a chip loss in the bottom right corner. Some of the losses have been toned in the past.

Treatment recommendations: Clean the frame; replace lost ornamentation and tone losses to match the existing frame; replace acidic backing board; clean glass; replace the existing hardware.



Artist: Unknown

Title: William W. Rice, Mayor 1860

Structure: Oil on canvas

Dimensions: 30" x 25" (Unframed measurement)

Location: 3rd Floor

Priority: 1

Condition: The reverse of the painting is obscured by a heavy Masonite board. The canvas support consists of a medium weight, finely woven fabric, probably linen. There are stretcher bar impressions along both sides and along the top. A dent is visible 14" from the bottom and 3" from the left edge.

The paint layer is moderate in thickness with slight impasto in the beard. There are raised stress cracks throughout the sitter's head and background. There is a bull's eye crack with accompanying flaking paint 12" from the top and 10" from the left edge. There is a ¼" x ½" paint loss in the sitter's proper right cheek. There is scattered overpaint throughout.

The surface coating appears to be a thin layer of synthetic varnish. There is a layer of grime on the surface. There are scattered spatter stains; drips and a 1" accretion under the collar, 8" from the bottom and 10 ½" from the left edge.

The 6" wide gilded frame has scattered chip losses.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; remove the discolored varnish; consolidate unstable paint; flatten surface deformations; fill losses; apply an isolating varnish layer; inpaint as necessary; apply a final spray coating of varnish; re-attach the backing board to the reverse; surface clean the frame; re-create losses and tone to match; re-frame using the appropriate hardware.



Artist: Unknown

Title: *George W. Richardson*

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made of carved composition material and toned to look like bronze. It is very glossy. There is lost ornamentation in the bottom left corner and chip losses in each corner which have been toned in the past. There are several missing beads in the lower center where the plaque is missing.

Treatment recommendations: Clean the frame; replace lost ornamentation and tone losses to match the existing frame; replace the acidic backing board; clean the glass; replace the existing hardware. The plaque should also be replaced.



Artist: unknown

Title: George W. Sherman

Structure: Black and white photo

Dimensions: 30" x 24" (unframed measurement)

Location: 4th Floor

Priority: 3

Condition: The black and white photograph is on acidic paper. It is in sound condition. The 3" wide wood frame has scattered scrapes. The glass is in good condition but very dirty.

Treatment recommendations: Clean the glass; tone scrapes on the frame to match the surrounding areas; replace the acidic backing board and replace the existing hardware.



Artist: Unknown

Title: *Elijah B. Stoddard* 1882

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is printed on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There are chip losses in all four corners.

Treatment recommendations: Clean the frame; replace lost ornamentation and tone losses to match the existing areas; replace acidic backing board; clean glass; replace the existing hardware.



Artist: Unknown

Title: Peter F. Sullivan 1920-1923

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. The inside liner has been painted with a metallic paint. There is lost ornamentation in all four corners. The losses have been toned in the past. The plaque is missing and there is missing bead ornamentation in the area where the plaque is supposed to be.

Treatment recommendations: Clean the frame; replace lost ornamentation and tone losses to match the existing frame; replace acidic backing board; clean glass; replace the existing hardware.



Artist: Daniel F. Breen 1950 (signed upper right)

Title: Hon. Charles F. Jeff Sullivan 1946-1949

Structure: Oil on canvas

Dimensions: 33" x 27" (unframed measurement)

Location: 4th Floor

Priority: 2

Condition: The painting is stretched over a four-member miter cut stretcher with keys. The canvas support consists of a medium weight, plain weave fabric, probably linen. There appears to be a key lodged behind the lower stretcher bar in the bottom right corner. The paint layer is moderate in thickness with no appreciable impasto. There are horizontal raised cracks along the canvas weave throughout the coat. There are scrapes in the lower right and along the left edge due to framing. The painting does not appear to be varnished. There are fly specks in the proper left shoulder. There is a 10" vertical drip located in the right center, 2" from the right edge. There is a layer of grime on the surface. The 4 1/2" wide painted wood frame has a scrape along the upper edge. The reverse is covered with an acidic backing board.

Treatment recommendations: Remove the painting from the frame; remove surface dirt; consolidate the cracks; remove the lodged key and flatten surface deformations; key out the stretcher to increase surface tension; apply an isolating varnish layer; inpaint scrapes as necessary; apply a final spray coating of varnish; attach an acid free backing board surface clean the frame; re-frame using the appropriate hardware.



Artist: Unknown

Title: John Sullivan, 1936-37

Structure: Black and white photo

Dimensions: 24" x 20" (unframed measurement)

Location: 4th Floor

Priority: 3

Condition: The black and white photograph is on acidic paper. It is in sound condition. The glass is in good condition but very dirty. The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. The four corners are missing. One of them has been toned to match the original finish.

Treatment recommendations: Surface clean the frame; replace the lost ornamentation and tone it to match the existing frame; replace the acidic backing board and replace the existing hardware.



Artist: Unknown

Title: George A. Wells, Mayor 1966 and 1970

Structure: Photograph

Dimensions: 30" x 24" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photograph is in sound condition. It may be painted in the coat, tie and background. There are fly specks in the collar and proper right lapel. The 3 1/2" wide painted gold frame is in good condition.

Treatment recommendations: Clean the frame; remove flyspecks; tone flyspecks if necessary; replace the existing hardware.



Artist: Unknown

Title: *Samuel Winslow* 1886

Structure: Photographic print with enhanced white collar and shirt

Dimensions: 24" x 20" (unframed measurement)

Location: 4th floor

Priority: 3

Condition: The photographic print is on acidic paper, attached at the edges to a thin canvas support which is stretched over a wooden stretcher. The print is in sound condition. The glass is dirty.

The 5 1/2" wide frame is made with carved composition material and toned to look like bronze. It is very glossy. There is lost ornamentation in all but the top right corner.

Treatment recommendations: Clean the frame; replace lost ornamentation and tone losses to match the existing frame; replace acidic backing board; clean glass; replace the existing hardware.