

Message

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**From:** Wilson, SeVera [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=60A3519EA3014C2BB3BDEB9CC53C9AA5-WILSON, SEVERA]  
**Sent:** 7/1/2017 2:12:06 PM  
**To:** Wojciech Swierdzewski [wswierdzewski@artexfas.com]; Jenkins, Donna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=76d48924578d469ea4bc96914ff53d9a-Djenki02]; Lee, Jennifer [leej@si.edu]  
**CC:** Matt Curran [mcurran@artexfas.com]; Hale, Michelle [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cb99f5247ab8412fa017133839301fee-Hale, Miche]; Baker, Philip [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a62626c491e04aca82f5bdd2cb93aa6b-Baker, Phil]; Woodward, Cheryl [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7a0d6a3af92640248638ca24fe87a777-Woodward, Cheryl]; Amanda Otto [aotto@artexfas.com]; Bellerose, William [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f4a91bab69f8455db331e7d419b56734-Bellerose,]; OARM-OA-SMD-OB [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6c681f1315a84d2288971b2f67910487-OARM-OA-SMD-OB]  
**Subject:** RE: need to cancel

We are scheduled for Monday, July 3 Between the hours of 10:00 am – 12:00 noon. You have authorization to park in the North Courtyard. Thanks.

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**From:** Wojciech Swierdzewski [mailto:wswierdzewski@artexfas.com]  
**Sent:** Friday, June 30, 2017 11:16 AM  
**To:** Jenkins, Donna <Jenkins.Donna@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Lee, Jennifer <leej@si.edu>  
**Cc:** Matt Curran <mcurran@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Amanda Otto <aotto@artexfas.com>  
**Subject:** Re: need to cancel

Good morning,  
Please let us know by 1 PM today, whether the job is on for Monday, July 3rd. If I won't hear from you by that time, I would not be able to put this on our schedule.

Best regards,  
Wojciech (Voytek) Swierdzewski

Dispatcher



8712 Jericho City Dr  
Landover, MD 20785  
Main: 301.350.5500  
Direct: Ex. 6  
TF: 800.652.7839

[www.artexfas.com](http://www.artexfas.com)

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**From:** Jenkins, Donna <Jenkins.Donna@epa.gov>  
**Sent:** Thursday, June 29, 2017 1:19 PM  
**To:** Wojciech Swierdzewski; Wilson, SeVera; Lee, Jennifer

**Cc:** Matt Curran; Hale, Michelle; Baker, Philip; Woodward, Cheryl; Amanda Otto

**Subject:** RE: need to cancel

Thank you. I will notify everyone tomorrow AM.

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**From:** Wojciech Swierdzewski [mailto:wswierdzewski@artexfas.com]

**Sent:** Thursday, June 29, 2017 11:14 AM

**To:** Wilson, SeVera <Wilson.SeVera@epa.gov>; Lee, Jennifer <leej@si.edu>

**Cc:** Matt Curran <mcurran@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Amanda Otto <aotto@artexfas.com>

**Subject:** RE: need to cancel

Yes, that works for Artex. We could collect from SAAM between 9 and 10 am and go directly to the EPA.

Please confirm, when you have the rods, so we can proceed for Monday.

Thanks,

Wojciech

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**From:** Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]

**Sent:** Thursday, June 29, 2017 10:50 AM

**To:** Lee, Jennifer <leej@si.edu>; Wojciech Swierdzewski <wswierdzewski@artexfas.com>

**Cc:** Matt Curran <mcurran@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Amanda Otto <aotto@artexfas.com>

**Subject:** RE: need to cancel

Hi Jenni. We are working to get the rods here by Friday. So Monday will work fine between the hours of 10:00 am.

Thanks.

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**From:** Lee, Jennifer [mailto:leej@si.edu]

**Sent:** Thursday, June 29, 2017 10:32 AM

**To:** Wilson, SeVera <Wilson.SeVera@epa.gov>; Wojciech Swierdzewski <wswierdzewski@artexfas.com>

**Cc:** Matt Curran <mcurran@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Amanda Otto <aotto@artexfas.com>

**Subject:** RE: need to cancel

Hi SeVera,

I just spoke with Wojciech about your proposal. That is not supportable for Artex or for me. Artex would have to charge you for the overtime and find volunteers to work extra. I'm not available either and I need to be present for installation.

Is Monday during regular business hours a possibility?

*-Jenni*

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**From:** Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]

**Sent:** Thursday, June 29, 2017 9:58 AM

**To:** Wojciech Swierdzewski <wswierdzewski@artexfas.com>

**Cc:** Matt Curran <mcurran@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>; Lee, Jennifer <leej@si.edu>; Baker, Philip <baker.philip@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>; Woodward, Cheryl

<Woodward.Cheryl@epa.gov>; Amanda Otto <aotto@artexfas.com>

**Subject:** Re: need to cancel

Hello what are the chances of the installation taking place on Friday evening or Saturday morning? Thanks

Sent from my iPhone

On Jun 29, 2017, at 8:56 AM, Wojciech Swierdzewski <wswierdzewski@artexfas.com> wrote:

Good morning,

We could do this job tomorrow, as long as you have the hanging rods. Would morning work for everyone?

Best regards,

Wojciech (Voytek) Swierdzewski

Dispatcher  
<image001.png>

8712 Jericho City Dr.  
Landover, MD 20785  
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**From:** Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]

**Sent:** Wednesday, June 28, 2017 5:27 PM

**To:** Matt Curran <mcurran@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>; Lee, Jennifer <leej@si.edu>; Baker, Philip <baker.philip@epa.gov>

**Cc:** Jenkins, Donna <Jenkins.Donna@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Wojciech Swierdzewski <wswierdzewski@artexfas.com>; Amanda Otto <aotto@artexfas.com>

**Subject:** RE: need to cancel

Great. Thank you.

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**From:** Matt Curran [mailto:mcurran@artexfas.com]

**Sent:** Wednesday, June 28, 2017 5:26 PM

**To:** Hale, Michelle <hale.michelle@epa.gov>; Lee, Jennifer <leej@si.edu>; Baker, Philip <baker.philip@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>

**Cc:** Jenkins, Donna <Jenkins.Donna@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Wojciech Swierdzewski <wswierdzewski@artexfas.com>; Amanda Otto <aotto@artexfas.com>

**Subject:** RE: need to cancel

Hi Michelle,

I think we can do Friday Wojciech will have to confirm when he gets back to the office tomorrow morning.

Thanks,

Matt

**Matthew Curran**  
Client Service Representative

ARTEX Fine Art Services  
Direct: Ex. 6

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**From:** Hale, Michelle [<mailto:hale.michelle@epa.gov>]  
**Sent:** Wednesday, June 28, 2017 5:21 PM  
**To:** Matt Curran <[mcurran@artexfas.com](mailto:mcurran@artexfas.com)>; Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>; Wilson, SeVera <[Wilson.SeVera@epa.gov](mailto:Wilson.SeVera@epa.gov)>  
**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Wojciech Swierdzewski <[wswierdzewski@artexfas.com](mailto:wswierdzewski@artexfas.com)>  
**Subject:** RE: need to cancel

Any possibility that we can schedule for this Friday???

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**From:** Matt Curran [<mailto:mcurran@artexfas.com>]  
**Sent:** Wednesday, June 28, 2017 5:15 PM  
**To:** Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>; Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>; Wilson, SeVera <[Wilson.SeVera@epa.gov](mailto:Wilson.SeVera@epa.gov)>  
**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Wojciech Swierdzewski <[wswierdzewski@artexfas.com](mailto:wswierdzewski@artexfas.com)>  
**Subject:** RE: need to cancel

Hi Michelle,

It is too late, at 4PM we needed to tell our crew weather they were working or not and we told them they were not. I did not want to have to charge a cancellation fee and that was the cut off.

Can we work on the next time the area will be available.

Thanks,

Matt

**Matthew Curran**  
Client Service Representative

ARTEX Fine Art Services  
Direct: Ex. 6

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**From:** Hale, Michelle [<mailto:hale.michelle@epa.gov>]  
**Sent:** Wednesday, June 28, 2017 5:10 PM  
**To:** Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>; Wilson, SeVera <[Wilson.SeVera@epa.gov](mailto:Wilson.SeVera@epa.gov)>  
**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Matt Curran <[mcurran@artexfas.com](mailto:mcurran@artexfas.com)>  
**Subject:** RE: need to cancel  
**Importance:** High

Please do not cancel yet. I'm hearing we may have some in the building – Phillip Baker had mentioned to Cheryl that we have these.

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**From:** Lee, Jennifer [<mailto:leej@si.edu>]  
**Sent:** Wednesday, June 28, 2017 5:05 PM  
**To:** Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>  
**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Matt Curran ([mcurran@artexfas.com](mailto:mcurran@artexfas.com)) <[mcurran@artexfas.com](mailto:mcurran@artexfas.com)>  
**Subject:** RE: need to cancel

Thank you, Michelle. Once you have the installation system, please let Matt Curran from Artex (copied here) and me know and we can get this rescheduled.

Best,

Jenni Lee  
Assistant Registrar, Exhibitions & Loans  
Smithsonian American Art Museum

Ex. 6

[LeeJ@si.edu](mailto:LeeJ@si.edu)

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**From:** Hale, Michelle [<mailto:hale.michelle@epa.gov>]  
**Sent:** Wednesday, June 28, 2017 4:38 PM  
**To:** Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>  
**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Subject:** need to cancel  
**Importance:** High

Jenni,

Yes, we need to reschedule. SeVera is going to order the installation system asap.

Michelle Hale  
Executive Assistant to the Administrator  
Environmental Protection Agency  
1200 Pennsylvania Ave., NW,  
WJCS, Suite 3000  
Washington, D.C. 20460  
(202) 564-1430

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