To: Hale, Michelle[hale.michelle@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]; Emilia Boehm Emig[eemig@artexfas.com]
Cc: Jenkins, Donna[Jenkins.Donna@epa.gov]; Hupp, Sydney[hupp.sydney@epa.gov]; Olivas, Marissa[OlivasM@si.edu]
From: Grimsley, Molly
Sent: Tue 4/11/2017 4:55:30 PM
Subject: RE: Installation at the EPA (Artex A160313)

Our pleasure! I'll be sending over a receipt for signature at some point.

Best,

Molly

Molly Grimsley

Registrar, Exhibitions and Loans

Smithsonian

National Portrait Gallery

GrimsleyM@si.edu | 202.633.8281

Mailing Address

MRC 973

PO Box 37012

Washington, DC 20013-7012

Street Address

750 Ninth Street NW, Suite 410

Washington, DC 20001

From: Hale, Michelle [mailto:hale.michelle@epa.gov]
Sent: Tuesday, April 11, 2017 11:46 AM
To: Grimsley, Molly <GrimsleyM@si.edu>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Emilia Boehm Emig <eemig@artexfas.com>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; Olivas, Marissa <OlivasM@si.edu>
Subject: RE: Installation at the EPA (Artex A160313)

Thanks again!!!

From: Grimsley, Molly [mailto:GrimsleyM@si.edu]
Sent: Friday, April 7, 2017 11:48 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Emilia Boehm Emig <eemig@artexfas.com>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; Olivas, Marissa <OlivasM@si.edu>
Subject: RE: Installation at the EPA (Artex A160313)

Hi SeVera,

I wanted to let you know I'm out of the office on Monday, but will check email in case our plans change. Marissa and I will meet at your office lobby around 8.15-130AM and give you a call.

Best,

Molly

Molly Grimsley

Registrar, Exhibitions and Loans

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From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Wednesday, April 05, 2017 6:58 AM
To: Hale, Michelle <hale.michelle@epa.gov>; Grimsley, Molly <GrimsleyM@si.edu>; Emilia Boehm Emig <eemig@artexfas.com>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; Olivas, Marissa <OlivasM@si.edu>
Subject: RE: Installation at the EPA (Artex A160313)

Wonderful.

From: Hale, Michelle
Sent: Tuesday, April 04, 2017 1:49 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Grimsley, Molly <GrimsleyM@si.edu>; Emilia Boehm Emig <eemig@artexfas.com>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; Olivas, Marissa <OlivasM@si.edu>
Subject: RE: Installation at the EPA (Artex A160313)

Yes, we are good to go on April 11 at 8:30 a.m.

From: Wilson, SeVera
Sent: Tuesday, April 4, 2017 1:46 PM
To: Grimsley, Molly <GrimsleyM@si.edu>; Emilia Boehm Emig <eemig@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; Olivas, Marissa <OlivasM@si.edu>
Subject: RE: Installation at the EPA (Artex A160313)

Hi Michelle, Are we still good for April 11, @ 8:30 am? Thanks.

Emilia, Please send me the information about the employees & vehicle reporting to the building. Thanks.

From: Grimsley, Molly [mailto:GrimsleyM@si.edu]
Sent: Tuesday, April 04, 2017 1:43 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Emilia Boehm Emig <eemig@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>; Olivas, Marissa <OlivasM@si.edu>
Subject: RE: Installation at the EPA (Artex A160313)

Hi SeVera,

That works for us, too, as long as metro cooperates!

Emilia, the artwork is packed and can be picked up anytime. Please coordinate with Todd—202-633-2273.

Best,

Molly

National Portrait Gallery

Molly Grimsley

Registrar, Exhibitions and Loans

Smithsonian

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From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, April 04, 2017 11:15 AM
To: Emilia Boehm Emig <eemig@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>; Grimsley, Molly <GrimsleyM@si.edu>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Installation at the EPA (Artex A160313)

Thank you.

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Tuesday, April 04, 2017 10:52 AM

To: Wilson, SeVera <Wilson.SeVera@epa.gov>; Hale, Michelle <hale.michelle@epa.gov>; Grimsley, Molly <GrimsleyM@si.edu>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Installation at the EPA (Artex A160313)

Hello All,

The new date of 4/11 at 8:30 a.m. works for Artex. We estimate the installation of only the two NPG portraits will take two hours.

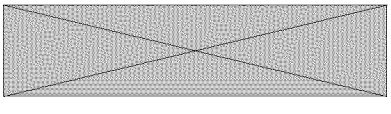
Molly, kindly confirm if this date and time works for the NPG staff.

Thank you,

Emilia

Emilia Boehm Emig

Client Service Representative



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From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Tuesday, April 04, 2017 10:29 AM
To: Hale, Michelle <hale.michelle@epa.gov>; Emilia Boehm Emig <eemig@artexfas.com>; Grimsley, Molly <GrimsleyM@si.edu>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Installation at the EPA (Artex A160313)

Oh No!!! Let me see if the 11th will work.

From: Hale, Michelle
Sent: Tuesday, April 04, 2017 9:54 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>; eemig@artexfas.com
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Installation at the EPA (Artex A160313)

April 6 isn't going to work after all. Our next availability is Tuesday, April 11 from 8:30 a.m. to 10:30 a.m.

From: Wilson, SeVera
Sent: Tuesday, April 4, 2017 6:39 AM
To: Hale, Michelle <hale.michelle@epa.gov>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: FW: Installation at the EPA (Artex A160313)

Good Morning. Please complete the authorization forms attached. Thanks.

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Friday, March 31, 2017 9:30 AM

To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Installation at the EPA (Artex A160313)

Hello SeVera,

We are able to start at 8 a.m. on 4/6.

If we install only the two portraits from the NPG, the estimated time to install is 2-3 hours. We would need to confirm that the NPG staff can also meet us at 8 a.m.

If we also need to install the other 4-5 works already on site, the estimated time to install is 4 hours.

Should you wish to proceed with either option, please let me know as soon as possible. We will also need you to return the signed estimate.

Thank you,

Emilia

Emilia Boehm Emig

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From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]
Sent: Thursday, March 30, 2017 8:41 AM
To: Emilia Boehm Emig <eemig@artexfas.com>
Subject: RE: Installation at the EPA (Artex A160313)

Thank you.

From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Thursday, March 30, 2017 8:39 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Re: Installation at the EPA (Artex A160313)

Hello SeVera,

I am checking on our availability for a 7 am start on 4/5 or 4/6. As mentioned in my previous email, labor before 8 am is subject to overtime rates.

Please note that the site visit today will give us a better idea of how long the installation

will take. The installation time is also dependent on how much time is needed by the NPG staff to condition check the works.

Thank you,

Emilia

Emilia Boehm Emig

Client Service Representative

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Direct: 301.747.0911
TF: 800.652.7839

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From: Wilson, SeVera <Wilson.SeVera@epa.gov>
Sent: Thursday, March 30, 2017 8:33:04 AM
To: Emilia Boehm Emig
Subject: FW: Installation at the EPA (Artex A160313)

Good Morning Emilia, Can you start at 7:00 am?

From: Hale, Michelle
Sent: Thursday, March 30, 2017 7:58 AM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Subject: RE: Installation at the EPA (Artex A160313)

Approximately how much time will be needed for installation? The Administrator has meetings scheduled --if we can do 7:00 that would work on either day.

From: Wilson, SeVera
Sent: Thursday, March 30, 2017 7:41 AM
To: Hale, Michelle <hale.michelle@epa.gov>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Subject: FW: Installation at the EPA (Artex A160313)

Michelle, Do you think we can schedule the install on the highlighted dates below? Thanks.

From: Grimsley, Molly [mailto:GrimsleyM@si.edu]
Sent: Wednesday, March 29, 2017 4:26 PM
To: 'Emilia Boehm Emig' <eemig@artexfas.com>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Installation at the EPA (Artex A160313)

Either day works for us.

Best,

Molly

Molly Grimsley

Registrar, Exhibitions and Loans

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From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Wednesday, March 29, 2017 3:24 PM
To: Grimsley, Molly <GrimsleyM@si.edu>; Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Installation at the EPA (Artex A160313)

Hello Molly and SeVera,

Thank you for letting us know that Saturday is not an option for you, Molly.

Unfortunately we do not have availability to install on Monday, 4/3. However, we do have availability for Wednesday, 4/5 and Thursday, 4/6. Please let me know if either of those dates could work for both the EPA and the NPG.

SeVera, by way of a separate email I will send you a revised estimate to reflect weekday installation.

Thank you,

Emilia

Emilia Boehm Emig

Client Service Representative

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From: Grimsley, Molly [mailto:GrimsleyM@si.edu]
Sent: Wednesday, March 29, 2017 3:12 PM
To: Emilia Boehm Emig <eemig@artexfas.com>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>

Subject: RE: Installation at the EPA (Artex A160313)

Dear Emilia,

We can have the artwork packed and ready for pick up on Friday; it can stay in your storage until it heads over to EPA. You can contact Todd Gardner (gardnert@si.edu) to set up a pick up time. Unfortunately, our staff does not work on Saturdays or Sundays so we can't install.

Best,

Molly

Molly Grimsley

Registrar, Exhibitions and Loans

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From: Emilia Boehm Emig [mailto:eemig@artexfas.com]
Sent: Wednesday, March 29, 2017 2:50 PM
To: Grimsley, Molly <GrimsleyM@si.edu>
Cc: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: Installation at the EPA (Artex A160313)

Hello Molly,

SeVera Wilson has been in touch regarding the collection, delivery, and installation of the two portraits being lent by the NPG to the EPA.

I understand that NPG staff will send staff to condition check the works at delivery and oversee the installation at the EPA. SeVera has inquired about scheduling the installation for this Saturday, 4/1. Would your staff be available on this date? We would plan to collect the works from Apollo on Friday, 3/31.

Many thanks,

Emilia

Emilia Boehm Emig

Client Service Representative

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