



Proposal No. P1501.11

DATE ISSUED: June 3, 2011

**Consultant Services to Prepare the Collection of the
Doleman Black Heritage Museum for Access to the Public**

**INVITATION TO BID
BY
CITY OF HAGERSTOWN
FINANCE DEPARTMENT
1 EAST FRANKLIN STREET, 4TH FLOOR
HAGERSTOWN MD 21740**

SUBMIT BIDS TO:

City of Hagerstown
Office of the City Clerk
1 East Franklin Street, 2nd Floor
Hagerstown MD 21740

**BID SUBMISSION DEADLINE
AND BID OPENING TIME:**

No later than 2:00 pm, Monday, July 25, 2011

PRE- BID MEETING

None

BID BOND:

None Required

June 3, 2011

Proposal No. P1501.11

**Consultant Services to Prepare the Collection of the
Doleman Black Heritage Museum for Access to the Public**

The City of Hagerstown will accept sealed bids for Conservator Services to Prepare Collection of Doleman Black Heritage Museum for Access to the Public, per the attached instruction and specifications to bidders.

All inquires should be directed, in writing, to Kathleen A. Maher, Planning Director, 1 East Franklin Street, Hagerstown, Maryland 21740.

Sealed proposals in **triplicate** will be received at the Office of the City Clerk, City Hall, 1 East Franklin Street, Hagerstown, Maryland 21740, until 2:00 p.m., Monday, July 25, 2011. All bids must be sealed and marked: “Proposal – P1501.11 – Conservator Services to Prepare Collection of Doleman Black Heritage Museum for Access to the Public.” Technical and Price Proposals must be submitted in separate sealed envelopes.

The City of Hagerstown will not assume the responsibility for any bids mailed or delivered to any address other than: *Office of the City Clerk, 1 East Franklin Street, Hagerstown, Maryland 21740.*

The City of Hagerstown shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. The City of Hagerstown does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or provision of services.

The City of Hagerstown reserves the right to accept proposals individually or collectively, to accept or reject any or all proposals, waive any informality, and take whatever action is to the best interest of the City of Hagerstown.

CITY OF HAGERSTOWN
Kathleen A. Maher
Planning Director

cc: Donna Spickler, City Clerk

CITY OF HAGERSTOWN

SPECIFICATIONS for SPECIFIC PROJECT

1. Introduction

The Board of Directors of the Doleman Black Heritage Museum is seeking consultant assistance to perform **Conservator Services** for an Institute for Museum and Library Services grant-funded project to prepare their collection of African-American artifacts for access to the public in the interim period as the Board pursues plans for a permanent museum site. At present, the Doleman collection is not accessible to the public and many of the artifacts have suffered deterioration from pests, humidity, dust, sun light, and handling. Conservation of the artifacts in the collection is the top priority for the Doleman Board. The museum's curator has identified those artifacts in the collection of high priority for conservation and the services of a consultant are needed to perform the conservation of these artifacts. The Board's ultimate goal is to place this collection in a publicly-accessible, climate controlled museum in the heart of Hagerstown's traditional African-American neighborhood.

The Doleman Black Heritage Museum began very modestly as a temporary Black History Week display by Marguerite and Charles Doleman in their Hagerstown home in 1972. This temporary beginning as a tabletop display soon began to grow and encompass most of the basement and several rooms of the Doleman's residence. Most of this growing collection of artifacts from the local community was bought by the Dolemans and other artifacts were donated by generous individuals. Significant artifacts such as freedom quilts have been of interest to the Smithsonian and to the Banneker-Douglass Museum, however the family remains committed to keeping the collection in our community. Other items of note are old photographic portraits of people once prominent in the black community, copies of obituaries and hand bills from appearances of black leaders such as the Rev. Martin Luther King Jr., old oil lamps and cooking utensils once owned by local black families, and a large collection of ceramic and wooden figures depicting African-Americans and reflecting the changing views of the local community and country throughout the years.

With Mrs. Doleman's oversight, the Doleman Black Heritage Museum brought approximately 27 years of enjoyment and education to the citizens and visitors of this community on our African-American heritage. Of particular note is the fact that the Doleman Museum was the only museum interpreting African-American history in the 19th and 20th century in Western Maryland. School groups regularly visited the museum, particularly during Black History Month in February. Since Mrs. Doleman's death in 2000, the collection is no longer accessible to the public due to scheduling conflicts for the family member currently residing in the house. In addition, the collection is suffering from the affects of the lack of a climate-controlled environment and from pest infiltration.

Bid # P1501.11: Conservation Services to Prepare Collection of Doleman Black Heritage Museum for Access to the Public
Introduction (cont.)

In 2008, Doleman family members formed a 501c3 and a Board of Directors for the purpose of protecting the artifacts and relocating the collection into a publicly-accessible, climate controlled museum in Hagerstown's traditional African-American neighborhood. It is the vision of the Board of Directors of the Doleman Black Heritage Museum to be an outstanding regional resource for historical information of African-American culture, locally, nationally, and internationally. This museum will engage and enlighten the public on African-American history and culture by sustaining a collection for its residents and visitors through research, exhibitions, preservation, and public programming. A contract was awarded for Curator services for this project in the fall of 2010.

The mission of the Doleman Black Heritage Museum is to:

1. Collect, organize, maintain, preserve, display and interpret objects associated with the unique culture and heritage of African-Americans;
2. Help students, residents and visitors appreciate the unique culture and heritage of African-Americans and to develop programs that would encourage the conservation, preservation, and protection of our heritage;
3. Develop educational and research programs about the unique culture and heritage of African-Americans; and
4. Collaborate with other educational institutions and museums, in a cooperative spirit, to promote a universal understanding of the unique culture and heritage of African-American history.

The City of Hagerstown began assisting the Doleman Board in 2008 by hiring a consultant, with a grant from the Maryland Heritage Area Program, to assess the collection and analyze the feasibility of the family's plans for the collection. In 2010, with the assistance of this IMLS grant, a curator was hired to analyze the prior consultant's work and continue preparing the collection for access to the public. The project consultants have created a photographic inventory with written descriptions of the items in the collection and have taken some initial conservation measures to remove pests from some artifacts and to properly house fragile artifacts. There are currently nearly 4,300 objects in the collection, including 129 textile items (including 12 quilts), 263 toys, 800 sculptures, 137 paper items (including 21 original documents and 90 framed photos and prints), 561 decorative serving ware, 672 household objects, 1,385 ephemera, and 351 other three-dimensional objects (including 37 coins, 9 weapons, 11 pieces of furniture, and 9 musical instruments).

At the conclusion of the current IMLS grant-funded project, the Doleman Board will have clarified the interpretive mission for the museum, developed a collection management policy, organized the artifacts in the collection and assessed the conservation needs of the artifacts in the collection, conserved the most threatened and significant items in the collection, and devised several methods of bringing aspects of the collection to the public. History buffs and genealogists will benefit from the creation of an archive of the collection's written and photographic artifacts on the museum's web site. Students, heritage tourists, and area residents will benefit

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Introduction (cont.)

when they can visit cultural and heritage destinations in our region where temporary exhibits from the Doleman collection are on loan and learn about the role African-Americans have played in the development of our region's history.

2. Proposal Submittal

Qualifications and Experience:

- A. A statement of qualifications, experience, and organization. The Board of Directors is seeking a consultant with at a minimum a bachelor's degree in field associated with artifact conservation and at least two years working experience in conservation.
- B. Background description and examples of similar work successfully completed including client names and telephone numbers. Provide one or two samples of similar work (one copy).
- C. A list of all staff to be assigned to the project and their resumes.
- D. A list of all subcontractors and a description of their roles in performing the work described in the technical proposal.

Technical Proposal:

- A. A description of the approach to the project, a proposed work plan, and time frame. Offeror should detail the types of tasks to be performed as outlined in the Scope of Work in this RFP and in what format they will be presented. Include a two-page executive summary of the proposal highlighting the work program. The offeror's name and contact information must be included in the technical proposal.

Contract Price Proposal:

- A. The price proposal should be in a separate sealed envelope and should indicate the lump sum cost of the project including time allocation for each individual and subcontractors along with the hourly rate, the overhead, and profit. The offeror's name and contact information must be included in the cost price proposal.
- B. The consultant's budget is not expected to include the costs for a conservation lab to treat selected artifacts. Proposals are due to the City Clerk's Office by 2:00 p.m. on July 25, 2011. The City Clerk's Office is located on the 2nd floor of City Hall at 1 E. Franklin Street, Hagerstown, MD 21740.

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Proposal Submittal (cont.)

3. Schedule

It is anticipated that the contract for this project will be awarded by the end of August 2011. It is projected that this work will be concluded by November 2011, unless an extension is granted by the project funder.

4. Terms and Conditions

The City of Hagerstown reserves the right to accept quotations, individually or collectively, to accept or reject any or all quotations, waive any informalities, and take whatever action is to the best interest of the City of Hagerstown and the Doleman Black Heritage Museum. Offerors whose proposals are not accepted will be notified in writing.

Offerors may be required to make oral presentations to the Project Director, City staff, and the Board of Directors of the Doleman Black Heritage Museum to clarify proposals.

5. Compensation

The contract will be negotiated on a fixed fee basis. The contract will provide that payment shall be made in installments on a monthly basis as statements are rendered. Installment payments shall be computed on the basis of the amount of work completed as revealed by the project reports, work products, and documentation as submitted by the offeror. Payment is contingent upon the Project Director's and City staff's approval of both the quantity and quality of work covered by the statement. Ten percent of each payment will be withheld until the final payment is made to the offeror following the completion of the work program and approval of all end products by the City of Hagerstown. Invoices shall be processed for payment within 45 days of their receipt.

The contractor will supply the City with monthly progress reports noting progress to date, anticipated work to be completed during the next month, and any reasons for delay and their remedies. This report shall be included with the monthly invoice.

6. Selection Process and Criteria

All proposals received by the closing deadline will be reviewed and evaluated by a selection team. Qualifications and work program descriptions will be reviewed by this team, with input from advisors to the City and the Board of Directors of

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Selection Process (cont.)

the Doleman Black Heritage Museum. Quotations will be opened for those selected for further review. A selection recommendation will be made by the team and forwarded to the Mayor and City Council for a final decision.

Award of contract for the requested services will be made to the most responsible and qualified offeror whose proposal will be most advantageous to the City and the Board of Directors of the Doleman Black Heritage Museum, cost and other factors considered. Cost and work experience relative to activities outlined in this RFP will be considered equal in importance.

The qualifications and work experience of the offerors will be considered, specifically that work which was previously performed by the proposer relative to these types of activities and projects. The offeror must be qualified and experienced at providing all of the required services relative to these activities.

7. Scope of Work

The **Conservator** will provide the necessary conservation techniques to the artifacts identified by the museum's curator for conservation. The curator has identified 165 artifacts in poor condition which are a high priority for conservation. This includes approximately 13 photos (some in frames), 4 prints in frames, 2 paintings in frames, 10 paper documents, 2 unframed pieces of artwork, 7 porcelain items, 7 ceramic items, 2 stoneware items, 8 glass items, 4 plaster items, 14 plastic items, 29 textile items, 2 leather items, 9 wood items, 1 woven basket, 40 metal items, 1 rubber item, 5 camera items, 4 household tools, 2 hair implements, 1 figurine of unstated material, 1 doll of unstated material, and 1 statue of unstated material. Attached is the inventory of artifacts intended for conservation in this contract. Visits to the Doleman family home will be required to access the collection for conservation.

In addition, the Conservator will advise the Curator on proper handling of paper documents for the digitization aspect of the project, prior to housing for storage. The conservator will recommend a textile management plan for the textiles in the collection. This activity will meet the goal of allowing access to fragile artifacts while protecting them from further deterioration.

8. Meetings

The contractor shall be expected to work closely with the Curator and the Project Director. Informal meetings will be necessary at various stages throughout development of the project.

Bid # P1501.11 - Conservator Services to Prepare Collection of Doleman Black Heritage Museum for Access to the Public Meetings (cont.)

9. Final Products

Any reports or publications generated by this project shall acknowledge support from the Institute of Museum and Library Services (IMLS) in all materials and announcements of the project activities. This includes printed items, exhibit panels, electronic items, and media announcements. Graphic items and video broadcasts should include the IMLS logo. Printed materials should include a credit line, such as “This project was supported by a grant from the Institute of Museum and Library Services.” Audio/video broadcasts should include the tag line, “This project was supported by a grant from the Institute of Museum and Library Services, creating strong libraries and museums that connect people to information and ideas.”

All materials shall include the following statement: “Any views, findings, conclusions or recommendations expressed in this publication) (program) (exhibition) (website) do not necessarily represent those of the Institute of Museum and Library Services.”

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GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS
Service Contracts

INTRODUCTION

The general rules and conditions which follow, along with all other documents consisting of this “Bid Document,” apply to all purchases and become a definite part of each formal invitation to bid, purchase order, contract, or other award issued by the City of Hagerstown’s Purchasing Agent (hereinafter “Purchasing Agent”), unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the Bidder’s own risk and they cannot secure relief on the plea of error. Bidders are advised that all costs related to preparing and/or submitting a Bid or Proposal shall be borne by the Bidder.

Satisfactory evidence of authority to bind the firm by the person signing the Bid when submitted by partnerships or corporations may be requested by the City prior to making any award. Anyone signing a Bid as an agent shall include evidence of his/her authority to do so.

Subject to Maryland State and City of Hagerstown, Washington County, Maryland (hereinafter “City”) laws and all rules, regulations and limitations imposed by legislation of the Federal Government, bids on all advertisements and invitations issued by the City of Hagerstown Finance Department shall bind bidders to applicable conditions and requirements set forth herein unless otherwise specified in the Invitation to Bid. Should there be a conflict in laws between states, State of Maryland law shall prevail.

Should there be a conflict between the general bid conditions and the supplemental bid conditions (if any), the supplemental bid conditions shall prevail.

GENERAL CONDITIONS OF BIDDING

- 1. Bids Binding for Ninety (90) Days:** Unless otherwise specified all formal bids submitted shall be binding for ninety (90) calendar days following bid opening date, unless the bidder, upon request of the Purchasing Agent, agrees to an extension.
- 2. Bids for All or Part:** Unless otherwise specified by the City or by the Bidder, the City reserves the right to make award on all items, or on any of the items according to the best interests of the City. Bidder may restrict his/her bid to consideration in the aggregate by so stating, but should name a unit price on each item bid upon; any bid in which the bidder names a total price for all the articles without quoting a price on each and every separate item, may be rejected at the option of the City.

GENERAL CONDITIONS OF BIDDING, continued

4. **Collusive Bidding:** The Bidder certifies that his/her bid is made without any previous understanding, agreement or connection with any person firm, or corporation making a bid for the same project, without unlawful prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
5. **Competency of Bidder:** No proposal shall be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to City of Hagerstown upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said City, or had failed to perform faithfully any previous contract with the City. The Bidder, if requested, must present within forty-eight (48) hours evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

The successful Bidder shall actively cooperate in all matters pertaining to the proper compliance of this contract and shall come to the City whenever requested in connection with the performance of this contract.

The successful Bidder shall inform the Purchasing Agent of any and all circumstances which may impede the progress of the work or inhibit the performance of the contract including, but not limited to: bankruptcy, dissolution or liquidation, merger, sale of business, assignment, etc.

The City may examine the Bidder's and any first-time subcontractor's records to determine and verify compliance with the contract. The Bidder and any first-time subcontractor must grant the City access to these records at all reasonable times during the contract term and for three (3) years after final payment. If the contract is supported to any extent by Federal or State funds, the appropriate Federal or State authorities may also examine these records. The Bidder must include the preceding language of this paragraph in all first-time subcontracts.

6. **Completeness:** All information required by Invitation to Bid must be supplied to constitute a proper bid. The City shall not be responsible for the premature opening of Bids if not properly addressed or identified.
7. **Conditional Bids:** Qualified bids are subject to rejection in whole or in part.
8. **Confidentiality:** Firms shall give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the City under the Access to Public Records Act, State Government Article, Title 10, Sections 10-611 to 10-628, Annotated Code of Maryland.

GENERAL CONDITIONS OF BIDDING, continued

9. **Errors in Bids:** When an error is made in extending total prices, the written unit bid price shall govern. In the absence of written prices, the unit bid price shall govern. Carelessness in quoting prices, or in preparation of bid, otherwise, will not relieve the Bidder. *Erasures or changes in bids must be initialed.*
10. **General Guaranty:** Bidder agrees to:
- a. Save the City, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the contract which the Bidder is not the patentee, assignee, licensee or owner.
 - b. Protect the City against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
 - c. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to their own work or to the work of other contractors, for which their worker is responsible due to the negligence in the course and scope of the employment.
 - d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the City and State of Maryland.
11. **Insurance:** Liability insurance on all major divisions of coverage for each and every Bidder and subcontractor shall be required for the length of the contract. Bidder and subcontractor must supply evidence of insurance upon request. Each Bidder agrees to assist in every manner possible in the reporting and investigation of any accident, and upon request, agrees to cooperate with all interested insurance carriers in the handling of any claims by securing and giving evidence and obtaining the attendance of witnesses as required for any claim or suit. The Bidder shall be prepared to show evidence of insurance as required by City included herein, prior to the execution of any contract. The Bidder shall provide the Certificate of Insurance to the Finance Department. Failure to provide an acceptable Certificate of Insurance within the time frame stated above shall be cause to terminate the contract(s). The certificate shall state that such insurance is in force and cannot be cancelled or released except upon thirty (30) days prior written notice to the City. If any of the stated coverages expire during the term of this contract, the Bidder shall deliver renewal certificates to the City at least ten (10) calendar days prior to the expiration.
12. **Interpretations, Discrepancies, and Omissions:** Should any Bidder find discrepancies in or omissions from the documents or be in doubt of their meaning, he/she should at once request, in writing, an interpretation from:
- City of Hagerstown Finance Department
1 East Franklin Street, 4th Floor
Hagerstown, MD 21740

GENERAL CONDITIONS OF BIDDING, continued

- All necessary interpretations will be issued to all Bidders in the form of addenda to the specifications, and such addenda shall become part of the contract documents. Exceptions as taken in no way obligate the City to change the specifications. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his/her bid as submitted. The City shall assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE CITY.** No requests received after 2:30 P.M. July 15, 2011 will be considered.
13. **Late Bids:** Formal bids or amendments thereto received by the City after the time specified for bid opening will not be considered. Bids received after the time specified for bid opening will be returned unopened.
 14. **Mailing of Bids:** The City assumes no responsibility for the timely deliverance of mailed Bids. Ample time should be allowed for the transmittal of bids by mail, and postmarks indicating the date of mailing will not be considered as evidence of intent to submit bids in proper time for the opening.
 15. **Multiple Bids:** No Bidder shall be allowed to offer more than one (1) price on each item even though he/she may feel that there are two (2) or more types or styles that will meet specifications. Bidders must determine for themselves which to offer. If said Bidder should submit more than one (1) price on any item, all prices for that item may be rejected at the discretion of the Purchasing Agent.
 16. **Officers Not to Benefit:** No member of the elected governing body of City of Hagerstown, or members of his or her immediate family, including spouse, parents, or children, or any person representing, or purporting to represent any member or members of the elected governing body shall receive or be promised directly or indirectly, any financial benefit, by way of fee, political contribution, or any other similar form of remuneration and/or on the account of awarding and/or executing the contract and that upon request of the City, as a prerequisite to payment pursuant to the terms of this contract, there will be furnished to the requester, under oath, answers to any interrogatories related to a possible conflict of interest as herein embodied. The Bidder, to the best of his/her knowledge, whether he/she be an officer, director, partner or any of its employees directly involved in obtaining contracts with the State, or any City or other subdivision of the State, has not been convicted of bribery or conspiracy to bribe under the laws of any State or Federal Government. Any contract made or entered into where it is discovered that violation of the intent of this provision exists shall be declared null and void and all monies received by the Bidder shall be returned to the City.
 17. **Payment Terms:** Bid prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices. Term discounts of less than twenty (20) calendar days will not be considered in connection with any prompt payment discount offered; time will be computed from date of receipt of correct invoice or receipt and acceptance of shipment, whichever is later.

GENERAL CONDITIONS OF BIDDING, continued

18. **Proposal Forms:** Bids shall be submitted only on the forms provided by the City. The Bidder shall submit three (3) copies, of the technical proposals in separate sealed envelopes and three (3) of the cost proposals in sealed envelopes. One with original signature, sealed to the City for that purpose. All proposals must be enclosed in a sealed, opaque envelope marked with the title of the bid and be received in the City Clerk's Office promptly on or before, time, date, and place stipulated. **NO** bids received after such stipulated time and date will be considered by the City. ***Facsimile Bids and Emailed Bids will not be accepted.***
19. **Reservations:** The City or its authorized agent reserves the right to reject any or all bids and to waive any informality or deficiency in bids received whenever such rejection or waiver is in the best interest of the City. The City also reserves the right to reject the bid of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or the Bid of a Bidder who investigation shows is not in a position to perform the contract. The City reserves the right to waive minor differences in specifications provided these differences do not violate the specifications intent nor affect the operation for which the items are being purchased, nor increase estimated maintenance and repair cost to the City. The City reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination as shall, in its judgment, be in the best interest of the City.
20. **Taxes:** The City is exempt from State of Maryland Sales Tax. The City's Maryland Sales Tax Exemption Number is 30001292. The Bidder is responsible to make any necessary inquiries and investigations with regulating state agencies to obtain a determination of tax exemptions in his/her bid.
21. **Withdrawal of Bids:** A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the City prior to the specified time of opening.

SPECIFICATIONS REFERENCES

1. **Formal Specifications:** The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever mention is made herein, of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to meet or exceed specification requirements and current established noise levels for specific equipment, materials, and/or services being furnished under this contract. All deviations from the specifications must be noted in detail by the Bidder, in writing, at the time of submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the Bidder strictly accountable to the City to the specifications as written. Any deviation from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or equipment when delivered.

AWARD

- 1. Political Contribution Disclosure:** In accordance with Maryland Code, State Finance and Procurement Article, §17-402, the Bidder shall comply with Maryland Code, Election Law Article, Title 14, which requires that every person that enters into contracts, leases, or other agreements with the State, a County, or any incorporated municipality, or their agencies during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a County, an incorporated municipality or their agencies, and shall cover the preceding two (2) calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.
- 2. Responsibility/Qualifications of Bidder:** The City may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the City that such Bidder is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein. Conditional bids will not be accepted. In determining responsibility, the following qualifications, in addition to price, shall be considered by the Purchasing Agent on contracts of purchase and on contracts of sale (if applicable):

 - a. The ability, capacity and skill of the Bidder to perform the service required.
 - b. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - c. The quality of performance of previous contracts or services.
 - d. The Bidder's previous and present compliance with laws and ordinances relating to the contract or service.
 - e. The sufficiency of the financial resources and ability of the Bidder to perform the contract or provide the service.
 - f. The quality, availability and adaptability of the services, to the particular use required.
 - g. Whether the Bidder is in arrears to the City on a debt or contract or is a defaulter on surety to the City.
 - h. Such other information as may be secured having a bearing on the decision to make the award.

AWARD (cont.)

3. **Tie Bids:** If two (2) or more Bidders shall be tied for the lowest bid on a purchase contract, quality and service being equal, the contract shall be awarded to a local Bidder. If there is no local Bidder, or more than one local Bidder, the City shall award the contract to one (1) of the Bidders by drawing lots in public.

CONTRACT PROVISIONS

1. **Availability of Funds:** A contract shall be deemed executory only to the extent of appropriations available for the purchase of such services that envision extended funding through successive fiscal periods shall be contingent upon approval of appropriations for the succeeding fiscal year.
2. **Contract Alterations:** No alterations or variables in the terms of a contract shall be valid or binding upon the City unless made in writing and signed by the City or its authorized agent.
3. **Default:** The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Bidder upon non-performance or violation of contract terms. An award may be made to the next low Bidder, or, articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Bidder (or their surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices: Provided, that the Bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the Bidder to deliver services within the time stipulated on his/her bid, unless extended in writing by the City, shall constitute contract default. In the event that a Bidder exempted from posting a Bid or Performance Guarantee fails to execute and perform any contract awarded to them, they shall forfeit the right to Bid on any future City contract for a period of time determined by the Purchasing Agent and they shall be liable for any costs incurred by the City as a result of his/her default.
4. **Non-Discrimination:** No Bidder who is the recipient of City funds or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee or applicant or any member of the public because of religion, race, sex, color or national origin, age, marital status, physical or mental handicap, nor otherwise commit an unfair employment practice. Bidder further agrees that this article will be incorporated by Bidder in all contracts entered into with suppliers of materials or services, Bidders and subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.
5. **Non-Liability:** The Bidder shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of government, act of an alien enemy or by any other circumstances which, in the Purchasing Agent's opinion, is beyond the control of the Bidder. Under the circumstances, however, the City may in its discretion, cancel the contract.

CONTRACT PROVISIONS (cont.)

6. **Subletting of Contract:** It is mutually understood and agreed that the Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of their contract or their rights, title or interest therein, or their power to execute such contract, to any other person, firm or corporation, without the previous written consent of the City Purchasing Agent, but in no case shall such consent relieve the Bidder from his/her obligations, or change the terms of the contract.
7. **Termination of Contracts:** Contracts shall remain in force for full periods specified and until all services ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
 - a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements.
 - b. Extended upon written authorization of the City and accepted by Bidder, to permit delivery of services in accordance with contract terms.

INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS

The Contractor shall procure and maintain at his sole expense and until final acceptance of work by the City, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent and acceptable to the City.

1. WORKERS COMPENSATION: The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation - Statutory
Employers Liability - \$100,000 (Each Accident)
\$500,000 (Disease – Policy Limit)
\$100,000 (Disease – Each Employee)

2. COMPREHENSIVE GENERAL LIABILITY INSURANCE: The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

Occurrence Form

\$1,000,000 Each Occurrence

\$1,000,000 General Aggregate

INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS, continued

Such insurance shall protect the City, its agents, elected and appointed officials, board members, and employees against liability, loss, or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way out of or in connection with or resulting from the work or service performed on behalf of the City of Hagerstown, Maryland.

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure and maintain at their sole expense and until final acceptance of the work by the City, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the City.

3. BUSINESS AUTOMOBILE LIABILITY: The Contractor shall provide Business Auto Liability including coverage for all leased, owned non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for bodily Injury or Property damage.

4. CERTIFICATE(S) OF INSURANCE: The Contractor shall provide certificates of insurance requiring a thirty (30) day notice of cancellation to the Finance Department, City of Hagerstown, Maryland, prior to the start of the applicable project.

The City of Hagerstown shall be named as an additional Insured.

Approval of the insurance by the City shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the City does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

5. DEDUCTIBLES OR SELF-INSURED RETENTION:

All responsibility for payment of any sums resulting from any deductible provisions or self-insured retention conditions of the policy or policies shall remain with the Contractor.

6. GENERAL INDEMNITY:

The Contractor shall indemnify, defend, and save harmless the City of Hagerstown, its appointed or elected officials, board members, employees, and agents for any and all suits, actions legal or administrative proceeding, claims, demands, damages, liabilities, interest, attorneys fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part by reason of any act, error or omission fault or negligence whether active or passive by the Contractor, or anyone acting under its direction, control of its behalf in connection with or incident to its performance of the Contract.

Bid # P1501.11 Conservator Services to Prepare Collection of Doleman Black Heritage Museum for Access to the Public

SIGNATURE TO BID - (SUBMIT IN TRIPLICATE)

Each bid must show the full business address and telephone number of the Bidder and be signed by the person legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract and purchase order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the Bidder to the contrary. Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of his/her authority to do so.

All documents, materials, or data resulting from this contract are the City's property. The City has the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of this contract. The Bidder warrants that it has title to or right of use of all documents, materials, or data used or developed in connection with this contract. All erasures and/or changes shall be initialed by the individual making modifications to the Bid.

BIDDER MUST SIGN HERE AND RETURN THIS PAGE AND THE BID FORM IN ADDITION TO SUBMITTING ANY DOCUMENTS CALLED FOR BY THE GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, SPECIFICATIONS, AND ANY OTHER DOCUMENTS HEREIN CONTAINED.

By signing here, Bidder does hereby attest that he/she has read fully the general conditions and instructions, specifications, and any other documents herein contained, and does understand them and will furnish and deliver all labor and materials in accordance with the specifications for the price as listed on the proposal form.

COMPANY NAME: _____

CONTACT NAME: _____

TELEPHONE NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

This form was completed and submitted by: _____

(Please print or type full name)

Title of Individual: _____

Signature of Individual: _____

Bid # P1501.11 Conservator Services to Prepare Collection of Doleman Black Heritage Museum for Access to the Public Affirmation Regarding Collusion
(SUBMIT IN TRIPLICATE)

I AFFIRM THAT:

Neither I nor, to the best of my knowledge, information, and belief, the below stated business has:

- (a) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (b) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the Bidder or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM:

Neither I nor, to the best of my knowledge, information, and belief, the below business (as is defined in Section 16-101 (b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other State or federal law, **except as follows** (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

BIDDER'S COMPANY/FIRM: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

NAME AND TITLE PRINTED: _____

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER _____

For Informational Purposes Only: Has your company/firm been certified by the State of Maryland as a Minority Business Enterprise? (Please check below.) _____ Yes _____ No

Artifact Condition Report
Poor

Title Figurine: Nativity Angel

Number 39.1.10

Notes Angel's head is broken off.

Title Document: Marriage Certificate of Ceasar C. Doleman and Lettie A. Allen

Number 106

Notes Frame is made out of painted plaster on wood and is crumbling. Wood backing is warped. Certificate inside is wrinkled, but is in fair condition. The portion of the certificate that is visible is not torn or stained.

Title Doll: Sitting Woman Dressed in Yellow Holding Two Tiny Cowry Shells

Number 108.1

Notes Dress is stained and the skirt is torn off the bodice in the back. The fingers on the doll's right hand are broken on the edge. The head is broken off.

Title Statue: Sitting Man with One Palm Up Near Knee and One Palm Down Near Chin

Number 109

Notes Back of chair is cracked. The fingers on the man's left hand are broken off. The base has had a big crack filled.

Title Photograph: Woman Sitting in Chair with Curtain Drapes at Side

Number 119

Notes Frame is separating and is chipped all around the inner edge. The photograph and mount are dirty and stained.

Title Decorative serving ware, Porcelain: Aunt Jemima Bell

Number 122.8

Notes Bell has been broken and glued. Clapper is glued outside the bell.

Title Decorative serving ware, Plastic: Aunt Jemima Salt Shaker

Number 122.10

Notes Paint has rubbed off in areas, so surface (skin) is red plastic instead of painted black. White paint on kerchief and plate has rubbed off, so they are brown.

Title Decorative serving ware, Plastic: Uncle Mose Pepper Shaker

Number 122.23

Notes Plastic edges on feet are broken off.

Title Photograph -- Framed: North Street School Students

Number 136

Notes Frame is in good condition. Photograph is torn and cracked.

Title Print -- Other: Harmon Family

Number 138

Notes Frame is falling apart. Photo in collage is not attached, so falls out of place. There is a wood block and a piece of Styrofoam on the back.

Title Photograph -- Framed: Florence Jones and Man and Son

Number 147

Notes Emulsion on photograph has deteriorated. Most of the photograph has no emulsion and only consists of crumbling image flecks.

Title Decorative Serving Ware, Ceramic: Aunt Jemima Cookie Jar

Number 156

Notes Cookie jar has been broken in several places and re-glued. Broken edges do not meet.

Title Photograph, Framed: Minor Melody Chorus of Washington, D. C.

Number 172

Notes Photograph has a tear and bits of image missing along the tear.

Title Photograph -- Framed: Collage of Family Photographs

Number 174

Notes Photographs have been glued to paper backing. Some are very faded. The glass covering is broken and almost half of it is missing.

Title Photograph on Card: Family of Five

Number 179

Notes Photograph is in fair condition, but the card it's mounted on is missing a large piece of one corner. Another corner is also chipped.

Title Serving Ware -- Decorative, Porcelain: Platter

Number 201

Notes Platter has been broken in half and glued back together.

Title Serving Ware -- Decorative, Porcelain: Pot with Lilacs and Leaves

Number 203

Notes Several of the leaves have been broken off, and a lilac blossom has also been broken.

Title Serving Ware -- Decorative, Porcelain: Pitcher

Number 218

Notes Pitcher is chipped and has been broken and glued.

Title Serving Ware -- Decorative, Porcelain: Large Footed Rice Bowl

Number 227

Notes Bowl has been broken in several places and glued.

Title Document -- Framed: From Walker's College of Beauty Culture to Mrs. George W. Lee, February 6, 1919 (?)

Number 243

Notes Glass is broken and smoky. Certificate is dark where the glass is missing. Artifact looks like it might've been in a fire or at least exposed to extreme high temperatures.

Title Poster, Cardboard: Hand Drawn Pollard-Johnson Family Tree

Number 248

Notes Cardboard has water damage and is warped.

Title Decorative -- Other: Photograph on Plate of Uncle Charles Allen and Ellen Doleman

Number 285

Notes Corner of photograph is torn. Paint on plate is worn.

Title Decorative -- Other, Ceramic: Head and Neck Wall Hanging of African

Number 315.2

Notes Most of the neck has been broken off the head of this wall hanging. The broken edge has been painted black.

Title Print -- Work of Art on Paper, Framed: Memorial to Cesar C. Doleman

Number 430

Notes There is evidence of a pest inside the frame. The print and cardboard backing are warped, so they don't lay flat. The frame is chipped especially along the bottom edge.

Title Photograph (?) -- Framed: Portrait of Unidentified African American Woman

Number 431

Notes The image has a large tear in it. The glass covering the image is broken.

Title Photograph (?) -- Framed: Portrait of an Unidentified African American Woman

Number 433

Notes The image has a large tear in it.

Title Prints -- Work of Art on Paper (?), Framed: Oval Portrait of an Unidentified African American Man

Number 437

Notes Frame is cracked. The image and glass are not attached to the frame. The pastel drawing (?) looks as if someone other than the original artist has modified it.

Title Crayon Portrait: Oval Portrait of an African American Baby

Number 439

Notes The artwork is torn in several places. It is wrapped in plastic behind the glass.

Title Prints -- Work of Art on Paper (?), Framed: Portrait of an African American Man Wearing Hat

Number 442

Notes Pastel is in good condition. Frame has a large decorative section missing at the top.

Title Costume, Textile: Christening Gown

Number 447

Notes Fabric is fragile with small tears in numerous places. There are rust-colored moisture stains on most of the fabric surface of the gown.

Title Costume, Textile: Beaded Dark Apricot-Colored Crepe Dress with Beaded Belt

Number 450

Notes Fabric is weak and torn in several places. There is a quarter-sized hole in the front, near the right shoulder. Most of the tiny, sparkly white beads are still in place.

Title Costume, Textile: Double Layer Black Knee-Length Beaded Dress

Number 452

Notes There are some places where the fabric has small tears, and many of the beads are falling off.

Title Costume, Textile: White Elbow-Length Gloves

Number 454

Notes Fabric is in good condition, but is covered with rust-colored spots and stains.

Title Costume, Textile: Black Velveteen Stole with Tassels

Number 456

Notes The stole is mildewed. Several tears in the fabric have been mended with stitching, but there are a couple other splits in the fabric that haven't been mended.

Title Costume, Textile: Cream-Colored Lace Wedding Blouse

Number 459

Notes There are tears in the fabric and lace. There is brown discoloration especially on the collar and lower part of the sleeves.

Title Costume, Textile: Cream-Colored Long-Sleeved Lace Blouse

Number 464

Notes There are about a dozen tears in this blouse. It is discolored especially on the collar and lower sleeves.

Title Costume, Textile: Beaded Change Purse with Zipper

Number 471

Notes The beads are becoming unstitched and are falling off the change purse.

Title Costume, Textile: Peach and Light Brown-Colored Satin Evening Gown with Lace Overlay

Number 474

Notes Satin is torn in numerous places.

Title Costume, Textile: Long Cream-Colored Full Muslin Skirt

Number 476

Notes Fabric is stained and discolored especially near the hem and waistline. There is a quarter-sized tear near the waistline.

Title Doll, Plastic: Black Male Teen Wearing Long Black Vinyl Coat

Number 522

Notes One of the doll's eyes is missing, and so is some of the hair. The vinyl coat is sticky from deterioration.

Title Doll, Plastic: Three Black Baby Dolls

Number 525

Notes Two of the dolls have mold on their face and/or hands.

Title Doll, Plastic: Three Black Baby Dolls

Number 526

Notes Two of the dolls have moldy eyes, hands and arms. The other doll has tape around her neck to hold her head in place.

Title Doll, Plastic: Four Black Baby Dolls

Number 528

Notes Three of the dolls are moldy, especially the eyes. Hair is missing, and clothing is in disrepair.

Title Doll, Plastic: Two Battery Operated Black Baby Dolls

Number 530

Notes One doll's head is not attached correctly, and her hair is in disrepair. The other doll is in better condition.

Title Doll, Plastic: Ten Medium-Sized White Dolls

Number 537

Notes Dolls are moldy. One has bright pink sticky make-up (maybe nail polish) applied to its fingernails and cheeks.

Title Doll, Plastic: Three Large White Baby Dolls

Number 538

Notes Dolls are moldy. One doll's hard plastic neck has been stitched where it is cracked in the back.

Title Doll, Coated or Painted Plaster (?): White Baby Girl Doll

Number 564

Notes Doll's head is in the worst condition. A hard substance has been added below her mouth. Under her bonnet there is a crack in her head, and the coating or paint has chipped off in a large area.

Title Doll, Coated or Painted Plaster (?): White Toddler Girl Doll

Number 570

Notes Surface is cracked and chipped in many places and especially on the face. Doll has a hair net over her face which has caught some of the chips from her face.

Title Doll, Coated or Painted Plaster (?): White Toddler Girl Doll

Number 571

Notes Surface is cracked and chipped in many places.

Title Doll, Coated or Painted Plaster (?): Black Baby Girl Doll

Number 573

Notes The paint on the doll's eyes has chipped. The five places where the head, arms and legs connect to the doll's body are loose and fragile.

Title Currency and Stamps, Paper: Eine Rentenmark (1)

Number 591

Notes The note is wrinkled with torn edges and several small holes.

Title Currency and Stamps, Paper: Zehn Schilling (10)

Number 601

Notes Note is very worn.

Title Currency and Stamps, Paper: Zwanzig Schilling (20)

Number 602

Notes Note is very worn.

Title Currency and Stamps, Paper: Bank of England Ten Shillings

Number 603

Notes Note is very worn.

Title Currency and Stamps, Paper: Banque of France Dix Francs (10)

Number 606

Notes Note is wrinkled, stained, and the corners are bent.

Title Currency and Stamps, Paper: Bank of England One Pound

Number 608

Notes Note is wrinkled and the edges are bent. There is a tiny hole in the center where the note has been folded and is worn.

Title Currency and Stamps, Paper: Nationale Bank Van Belgie One Hundred Frank Twenty Belgas

Number 612

Notes There are some stains and creases from folds on the note. There is a small tear on the bottom edge.

Title Currency and Stamps, Paper: Banque De France Dix (10) Francs

Number 613

Notes Note is stained, wrinkled and torn in half.

Title Photograph: Seldon Pollard

Number 620

Notes Photograph is trimmed in an oval shape to fit in an oval frame. It is faded, chipped, and torn in several places.

Title Painting -- Framed: African Art of Woman Pounding Grain

Number 628

Notes Painting has mold spots over most of its surface. There is also staining from water damage.

Title Work of Art on Paper -- Framed Drawing: Booker T'

Number 636

Notes There is quite a bit of deterioration of the pastel such as staining and possibly mold under the glass. There are no tears visible.

Title Photograph -- Framed: King Solomon, Knights of Pythias

Number 649

Notes Photograph has a tear that goes straight down the photo, vertically. Tear is approximately 1 1/2" from the center of the photo.

Title Household Tools: Homaid Ice Cream Freezer

Number 652

Notes The ice cream churn has rusted and is slightly bent out of shape. It is difficult to crank the handle that turns the paddle inside.

Title Household Tools: Columbia Family Scale

Number 666

Notes Rust chips are falling off the scales especially from the bottom.

Title Household Tools: Wood Bucket

Number 667

Notes The metal rings circling the bucket are out of place. There is a lot of rust on the rings, and the bucket has deteriorated from water damage. The bucket was well made originally, and is still fairly tight.

Title Household Tools: Ice Shaver

Number 675

Notes The ice shaver has a lot of rust on its surface.

Title Work of Art on Paper: Poster of Die Cast Miniature Collectibles Used as Examples of African American Inventions

Number 697

Notes The poster is bent out of shape and falling apart. The miniature collectibles are falling off the poster.

Title Household Tools: Ice Cream Scoop

Number 709

Notes The ice cream scoop is not functional because there are pieces missing such as the metal part that scrapes against the scoop and causes the ice cream to come out.

Title Serving Ware -- Plain: Large Whiskey Jug with Woven Basket Covering

Number 720

Notes The glass jug is in good condition. The woven covering is only intact on the top half of the jug. There is no covering on the bottom half, because it has unraveled.

Title Serving Ware -- Plain, Metal: Aluminum Lunch Bucket with Handle and Lid

Number 756

Notes The bucket has a lot of dents. The metal piece on the top of the lid is loose and bent out of shape.

Title Serving Ware -- Plain, Glass: Syrup Dispenser with Blue Plastic Handle and Pour Spout

Number 757

Notes Glass part of dispenser is in good condition. The blue plastic handle and pour spout is sticky and stained.

Title Decorative -- Other, Glass: Pair of Dark Red Candlesticks

Number 773

Notes One of the candlesticks has a large piece of glass missing from its base.

Title Serving Ware -- Decorative, Porcelain: Covered Vegetable Dish with "K" Monogram

Number 775

Notes The condition is rated as poor because the lid to the dish is missing. There is also a 2-3 inch crack in the top edge of the dish. The lid that is currently with the dish has a broken handle on top.

Title Toy, Metal: Rooster

Number 786

Notes One or two pieces are missing from the rooster. There are areas of rust on the surface.

Title Toy, Metal: Telephone

Number 790

Notes The bell that should ring as numbers are dialed is broken. There is scotch tape on the front to hold on the directions." The telephone and receiver have rusted. The cord to the receiver is frayed, but intact.

Title Hair Implements, Metal: Electric Appliance Stove

Number 806

Notes The cord on the stove is frayed and part of it is taped. The stove doesn't fit together well.

Title Household Tools, Metal: Summer Girl Oil Stove

Number 807

Notes The cap for the oil well is missing. The stove is dented in the back. The metal has rusted, and the mica (?) window is cracked.

Title Household Tools, Metal: Oil Stove

Number 812

Notes There is a piece of metal broken off the top part of the stove where items would be placed to be heated. The mica (?) window is cracked.

Title Household Tools, Metal: Sterno Cook Stove

Number 813

Notes The stove is rusty. It is also bent and doesn't stay together well.

Title HH and Hair Products: Posner's Pressing Oil Glossine

Number 856

Notes Metal can is rusty and slightly dented.

Title Hair Implements: Curling Iron with On/Off Switch

Number 862

Notes Cord (?) is missing. Top of handle is burnt.

Title Hair Implements: Hair Clipper

Number 867

Notes The hair clipper is broken. The box is dirty and worn.

Title Photograph: Letitia Barnum Rideout

Number 890

Notes Photograph and label have been cut out of something larger. There is a broken piece missing off the top of the photograph.

Title Photograph -- Framed: Wilson Warfield Barnum

Number 892

Notes The photograph is in fair condition, but the frame is cracked and chipped in several places.

Title Costume, Leather: Baby Shoes with Four Buttons

Number 895

Notes The top part of the shoes is white and has become discolored. Some of the stitching has come out.

Title Decorative -- Other, Ceramic: Green and Gold Ginger Jar with Lid

Number 906

Notes There is a crack all the way across the lid which matches cracks in the jar where a large piece broke off and was glued back in place.

Title Costume, Textiles: Plain Cotton Petticoat

Number 926

Notes In several places, especially near the waistband, there are rust stains and holes in the fabric.

Title Costume, Textiles: Sleeveless Taffeta Peach-Colored Evening Gown with Ruffles

Number 942

Notes There have been pests on this taffeta (silk?) dress that have eaten little holes in numerous places. This dress was stored beside artifact #943 which is wool and is full of holes as well.

Title Costume, Textiles: Cream-Colored Wool Dress with Green Satin Trim

Number 943

Notes There are multiple small holes in this wool dress that were made by pests. The green satin (silk?) has also been eaten.

Title Costume, Textiles: Black Cotton Gym Bloomers

Number 946

Notes There are a couple of holes in the fabric near the waistband. The elastic that is at the bottom of each leg of the bloomers has lost its elasticity.

Title Costume, Textiles: Black Velvet Dress with Sequins and Lace Yoke and Sleeves

Number 947

Notes There are large holes in the lace on each shoulder.

Title Costume, Textiles: Black and Pale Green Silk Short-Sleeved Blouse with Piping and Mother-of-Pearl Button Trim

Number 951

Notes There is discoloration under the sleeves. The fabric has half a dozen tears/holes, and the bottom button is coming off.

Title Costume, Textiles: Peach-Colored Corduroy Skirt with Decorative Pocket

Number 953

Notes The fabric is discolored.

Title Costume, Textiles: Sleeveless Purple Velveteen Evening Gown with Purple Netting Over Gold Panels on Sides

Number 955

Notes The netting is torn in multiple places especially on the shoulder straps and the ruffles on the sides which cover the gold fabric.

Title Costume, Textiles: Cream-Colored Taffeta Dress with Pockets, Covered Buttons, and Short Sleeves

Number 956

Notes Fabric is very discolored, and the lace on the inside of the neckline is not attached.

Title Costume, Textiles: Black Evening Gown with Velvet Waist Inset, Full Skirt, Inner Slip and Short Sleeves

Number 957

Notes There are numerous mold spots especially on the skirt. There is a hole in the fabric near the neck opening.

Title Costume, Textiles: Pale Purple Dress with Ties and Embroidery on Sleeves, Collar and Bottom Edge of Bodice

Number 958

Notes There are numerous mold spots especially on the lower part of the dress. Dress is discolored under the arms and overall, and there is a tear in the fabric near the bottom of the skirt.

Title Other Textile: Crocheted Dresser Scarf

Number 961

Notes There are two holes in the middle of the dresser scarf and a couple of stains that show through to both sides.

Title Other Textile: Pale Green Dresser Scarf

Number 962

Notes There is a hole in one end of the dresser scarf where the threads are coming apart. There is also a large dark green stain at the other end that shows through to both sides.

Title Costume, Textiles: Black Silk Blouse with Cream-Colored Lace Collar, Cuffs and Yoke Inset

Number 968

Notes Pests have eaten tiny holes in the blouse. The lace is very discolored. What was once cream is now a brownish color.

Title Costume, Textiles: Pair of Woman's Shoes with Two-inch Heels and Shoe Laces

Number 980

Notes The fabric covering the shoes is crumbling.

Title Costume, Textiles: Pair of Woman's Shoes with One and a Half-inch Heels and Buckles

Number 981

Notes Buckles are rusted. The fabric covering and on the inside of the shoes is in poor condition.

Title Costume, Textiles: Muslin Bonnet

Number 982

Notes There are large dark stains on the bonnet.

Title Miniature, Metal: Bulldog

Number 985

Notes Back leg is broken off.

Title Miniature, Metal: Two Puppies

Number 997

Notes One of the puppies has a broken ear. The other puppy's face is worn.

Title Miniature, Wood: Small Figure of Official Looking Gentleman in Dark Suit and Conductor Cap

Number 1015

Notes Miniature has been broken and repaired in three places.

Title Miniature, Metal: Lead Toy Bugle Boy Wearing Khaki's and Green Helmet

Number 1017

Notes Bugle is broken.

Title Miniature, Metal: Lead Toy English Gentleman (Doctor?) Carrying Bag and Coat

Number 1019

Notes Paint has worn off in many places on the miniature. It is not broken.

Title Miniature, Metal: Lead Toy Indian with Knives and Headdress

Number 1020

Notes The reddish paint that once covered the miniature is almost totally gone. There is a small hole in the front near the Indian's left hand.

Title Miniature, Metal: Lead Toy Indian with Hatchet and Headdress

Number 1021

Notes Much of the original paint is worn off. There is new gray paint dribbled on the shoulder and feet covering up the old.

Title Miniature, Metal: Lead Toy Chimney Sweep (or Drunk?) Hugging Lamp Post

Number 1024

Notes Paint is worn and lamp post is broken.

Title Miniature, Stoneware: Cream-Colored Round Crock Jug with Handle

Number 1035

Notes There are two chips near the base of the crock.

Title Miniature, Metal: Sitting Man Painted Brown

Number 1045

Notes Paint is worn. There is a piece of metal broken off that went from one knee to the lower part of the other leg.

Title Costume, Textiles: Handkerchief Embroidered with Clown

Number 1060

Notes Handkerchief is slightly stained and there are four holes in the fabric.

Title Toy, Rubber and Metal: Ball and Jacks in Plastic Box

Number 1067

Title Other: Kodak Starmite Brownie Camera with Dakon Lens

Number 1071

Notes The bottom of the camera is missing.

Title Other: Argus Camera in Light Brown Case

Number 1072

Notes Case is coming apart and the strap is broken off. Camera does not seem to be in working order.

Title Other: Black Film Winder (?)

Number 1073

Notes The strap on the film winder is broken. The case is worn.

Title Other: Black Leather Box Camera

Number 1075

Notes The case is worn and the metal parts are rusty.

Title Other: Black Leather Box Camera

Number 1076

Notes The case is worn and the metal parts are corroded and rusty. Leather handle has deteriorated.

Title Toy, Metal: Red Miniature Train Engine

Number 1079

Notes The engine is bent and rusty. The wheels have spacers glued on underneath to keep them steady on the train track.

Title Toy, Plastic: Sunoco Oil Car

Number 1084

Notes The oil car is missing its wheels and the surface is broken.

Title Toy, Plastic: Lionel Flat Car with Two Spools

Number 1087.3

Notes One set of wheels is missing.

Title Toy, Metal: Black Train Engine

Number 1088.1

Notes A piece has broken off the wheels on one side of the engine.

Title Toy, Metal: Northern Pacific General Coal Co. Coal Car, 554

Number 1088.2

Notes One set of wheels is missing.

Title Toy, Metal: Rock Island C.R.I. &P. Freight Car, 552

Number 1088.3

Notes The freight car is rusty especially on the connectors and the inside of the wheels.

Title Toy, Metal: Flat Car Chassis

Number 1089.1

Notes The upper portion of the train piece is missing.

Title Toy, Plastic: Automatic Refrigerated Milk Car Built by Lionel, 3472

Number 1089.3

Notes The milk car is missing a set of wheels.

Title Toy, Metal: Farm Stake Truck with Yellow Cab and Green Bed

Number 1092

Notes Paint is chipped, and the bed of the truck is broken.

Title Toy, Metal: Red Fire Department Vehicle

Number 1095

Notes The surface of the car is so rusty, it no longer is red.

Title Toy, Metal: Fire Department Vehicle

Number 1096

Notes Most of the paint is worn off. Tires have deteriorated and are dislocated especially in the front of the vehicle.

Title Miniature, Metal: Pot Belly Stove

Number 1098

Notes A cover for the top of the stove is missing. One of the legs is broken, and the finish is corroded.

Title Decorative -- Other, Ceramic: Whiskey Policeman Bottle

Number 1118

Notes Hat on policeman has been broken and glued back together.

Title Household Tools, Glass: Hagerstown Brewing Co. Bottle

Number 1135

Notes There is a large chip on the base of the bottle.

Title Serving Ware -- Decorative: Silver Salt and Pepper Holder with Leaf Pattern

Number 1149.1

Notes The metal is corroded.

Title Serving Ware -- Decorative: Cobalt Blue Glass and Silver Salt Shaker

Number 1149.3

Notes The leftover salt in the shaker has chemically reacted with the silver of the shaker forming crystals on the surface.

Title Serving Ware -- Decorative, Ceramic: Humpty Dumpty Egg Salt Shaker with Beanie Cap

Number 1150.1

Notes There are salt crystals on the outside of the shaker.

Title Decorative -- Other, Wood: Thornwood Carving of Man in Dug Out Canoe

Number 1162

Notes The carving is broken in several places.

Title Decorative -- Other, Wood: Thornwood Carving of Sitting Woman with Baby on Back Working with a Tool

Number 1163

Notes The tool the woman is using is broken.

Title Decorative -- Other, Wood: Thornwood Carving of Two Standing Women with Babies on Backs Pounding or Stirring with Large Stick

Number 1165

Notes Carving is broken.

Title Costume, Metal: Two African Maiden Ankle Bracelets

Number 1169

Notes Metal bracelets are dented and bent.

Title Household Tools, Metal: Mouli Hand Grater with Revolving Handle

Number 1189

Notes Grater is very rusty throughout, but the handle still revolves and turns the round grating surface.

Title Household Tools, Metal: Flat Hand Slaw Grater

Number 1190

Notes There is rust on most of the grater's surface.

Title Household Tools, Metal: Hand Beater with Revolving Handle

Number 1191

Notes The metal parts of the beater are rusty. The handle still turns the beaters smoothly.

Title Serving Ware -- Decorative, Glass: Depression Glass Candy Dish

Number 1206

Notes There is a 2" chip on the upper edge of the candy dish.

Title Decorative -- Other, Glass: Elephant Snow Globe

Number 1213

Notes Liquid in globe is full of loose dirt. Elephant is tipped and is not positioned in the center of the globe.

Title Decorative -- Other, Ceramic: Green Elephant with Decorative Painting

Number 1215

Notes Tip of trunk is broken.

Title Household Tools, Glass: Kerosene Lamp

Number 1223

Notes The metal connector between the lamp base and the chimney is rusty. There is a chip on the top edge of the hurricane chimney. The decoration on the lamp base is mostly rubbed off.

Title Decorative -- Other, Plastic: "Mammy Memo" Notepad Holder with Pencil

Number 1224

Notes Painted surface on the "Mammy Memo" is worn. The memo pad backing is torn in half and not attached well.

Title Decorative -- Other, Metal: African-American Boy Eating Watermelon Bank

Number 1226

Notes The bank is rusty.

Title Decorative -- Other, Metal: African-American Boy Sitting on Chamber Pot with Head Back and Mouth Wide Open Ash

Tray

Number 1227

Notes The paint on the artifact is worn off on much of the surface.

Title Doll, Ceramic: Black Baby Girl Sitting on Chair

Number 1280.1

Notes The crackled paint on the doll is chipped in some places.

Title Figurine, Porcelain: Darryl Strawberry of the Mets on Wood Base

Number 1301

Notes One arm and the bat has been broken off the figurine.

Title Household Tools, Metal: Tray Containing Hooks to Fasten Button Shoes, Shoe Buttons, Crochet Hooks, Mother-of-

Pearl Nail File, Curling Iron and Sterling Fountain Pen

Number 1346

Notes Some of the artifacts are very rusty and the metal is dented or torn. Several of the other artifacts could be considered in the "fair" condition category.

Title Weaponry, Metal: Box of Personal Protection Products Including Thirteen Knives and One Knuckle Ring (?)

Number 1348

Notes Most of the knives are in poor condition. Most of them are rusty, and some are broken. One knife has tape wrapped around it to hold it together.

Title Musical Instrument, Metal: Saxophone

Number 1356

Notes The metal of the saxophone is corroded.

Title Musical Instrument, Wood: Banjo

Number 1357

Notes The banjo is structurally sound but needs work to become usable.

Title Musical Instrument, Wood: Zither

Number 1358

Notes The zither has a large crack near the top edge. Several of the strings are missing.

Title Other, Metal: Tray of Military Dog Tags, Ribbons, Medals, and Buttons

Number 1361

Notes There is dirt in the tray with the artifacts. Some of the items are in better condition than others. About half are in fair condition instead of poor.

Title Other, Wood: Piece of Wood from Dungeon of Old Jail

Number 1364

Notes Piece of wood crumbles easily.

Title Other Textile, Textiles: Flag Placed At Ebenezer AME Church for Founder's Day by Rev. David A. Wilson in 1940

Number 1374

Notes The star area on the flag is very faded. There are 2-3 inch tears in the fabric at each corner near the back edge of the flag.

Title Weaponry, Wood: Springfield Rifle Owned by Henry Kelsh During World War I

Number 1377

Notes The leather strap on the rifle has disintegrated and thus is falling apart.

Title Household Tools, Metal: Heating Container with Three-Wick Burner Can

Number 1391

Notes The decorative ring handle on the top of the container has broken off and is taped in place.

Title Decorative -- Other, Metal: Dog Bank

Number 1413

Notes The entire surface of the dog bank is in poor condition with rust and corrosion.

Title Serving Ware -- Decorative, Stoneware: Large Cream-Colored Platter with Wheat Pattern Around Edge

Number 1416

Notes There are no chips, but there is one crack line that is several inches long. Most of the surface is very discolored and crackled. There is one egg-sized stain that is pink.

END OF INVENTORY