



**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

**Report No.: 13-294**

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**TO:** Mayor and Members of Council  
**FROM:** Cynthia Beach, Sustainability & Growth  
**RESOURCE STAFF:** Paul Robertson, City Curator, Cultural Services  
**DATE OF MEETING:** August 13, 2013  
**SUBJECT:** Award of RFP No. F31-SG-CS-2013-02, Conservation Treatment for portrait of the Hon. Christopher Hagerman

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**EXECUTIVE SUMMARY:**

The purpose of this report is to seek Council approval to award the contract for conservation treatment of the portrait of the Hon. Christopher Hagerman and its frame. Council approval is required as staff received only two submissions for this project.

The Purchasing By-Law requires that approval be sought by a separate report to Council if three (3) bids or proposals are not received.

**RECOMMENDATION:**

**THAT** RFP No. F31-SG-CS-2013-02 for conservation treatment for historic painting and portrait frame be awarded to Legris Conservation Inc. having submitted the highest scoring, lowest priced proposal, for a total price of \$59,000.00 plus applicable taxes; and

**THAT** the Mayor and City Clerk be authorized to enter into an agreement with Legris Conservation Inc. in a form satisfactory to the Director of Legal Services.

**AUTHORIZING SIGNATURES:**

ORIGINAL SIGNED BY COMMISSIONER <hr/> Cynthia Beach, Commissioner, Sustainability & Growth
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER <hr/> Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Lanie Hurdle, <i>Community Services</i>	N/R
Denis Leger, <i>Transportation, Properties &amp; Emergency Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

*(N/R indicates consultation not required)*

**OPTIONS/DISCUSSION:**

On Wednesday, July 3, 2013, two (2) RFP submissions were received for RFP No. F31-SG-CS-2013-02 'Conservation Treatment for Historic Painting and Portrait Frame'. Both submissions were reviewed by staff and scored on the criteria set out in the RFP. The proposals were evaluated on pricing, references and related experience, company profile and staff curriculum vitae, proposed work plan, methodology and schedule, specifications, warranty and accessibility considerations. The table below identifies the weightings specified in the RFP for the evaluations.

Evaluation Criteria	Weighting
Pricing	42 points
References, Related Experience, Company Profile, Curriculum Vitae	20 points
Work Plan, Methodology, Schedule, Specifications, Warranty	35 points
Accessibility for Ontarians with Disabilities Act	3 points

The proposal receiving the highest score and having the lowest price was from the firm of Legris Conservation Inc. This firm has completed similar projects for the House of Commons, the Canadian War Museum, and the National Archives of Canada. The price of their proposal is \$59,000.00 plus applicable taxes.

The table below provides final scores of the submissions from the proponents.

RFP Proponents	Total Score
Legris Conservation Inc.	91.5
Conservation of Sculptures, Monuments & Objects	84

The conservation treatment includes work on both the painted portrait and the frame. The painting has suffered historical fire damage, much over-painting in previous restoration efforts, and general darkening and obscuring of details due to age and environmental dirt. Conservation will remedy much of the age and dirt damage, attempt to uncover the signature of the artist (currently unknown), and is likely to reveal heretofore unknown information regarding previous restoration which is important in order to prolong the life of this historic portrait as long as possible. The frame has suffered damage from previous restoration efforts, handling, ceiling leaks, proximal tourist and staff traffic, building repairs going on around it, and environmental dirt. Conservation will repair and improve the structure of the frame, remedy the significant damage the frame has sustained through the years and restore it to its once former glory. This is the largest, most elaborate frame in the City of Kingston’s civic collection and it is displayed in a place of visual prominence; for tourists, and for residents and staff.

The Hon. Christopher Hagerman painting is one of sixty-five historic portraits in the City of Kingston’s civic collection and the first to undergo conservation treatment in many years. The current project to restore the Hagerman portrait is part of the on-going conservation and care program of civic collection artifacts and works of art.

**EXISTING POLICY/BY LAW:**

By-law 2000-134, a By-law to Establish Purchasing Policies and Procedures

**NOTICE PROVISIONS:**

There are no Notice requirements.

**ACCESSIBILITY CONSIDERATIONS:**

Accessibility criteria have been incorporated into the evaluation criteria of the RFP.

**FINANCIAL CONSIDERATIONS:**

Sufficient funds exist for this contract in the current Council approved Cultural Services Department capital budget.

August 13, 2013

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**CONTACTS:**

Paul Robertson, City Curator

613-546-4291,ext. 1358

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Sarah Forsyth, Civic Collections Technician, Cultural Services

Shelley Rizzo, Corporate Buyer, Financial Services

Janis Morrison, Purchasing Coordinator, Financial Services

**EXHIBITS ATTACHED:**

N/A