



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

Via E-mail Delivery and First Class U.S. Mail

May 18, 2016

Mr. John F. Harris
Reliable Asphalt Materials
3741 South Pulaski Road
Chicago, IL 60623
Email: jharris@grp7.com

Subject: Zero-Gift Tolerance Policy

Dear Mr. Harris,

I want to thank you for the bouquet, a very thoughtful and generous gift, however, I must inform you that the Department of Procurement Services has a Zero Tolerance Policy regarding gifts, gratuities, business expenses, and offers of employment to its employees related to their official duties. This includes all gifts, even those valued at less than \$50.00. DPS employees may not accept any items from vendors/consultants.

I do appreciate the flowers you had delivered to my office, but I cannot accept them. The gift was handled according to the Board of Ethics guidelines.

Thank you again.

Sincerely,

Jamie L. Rhee
Chief Procurement Officer

cc: JLR/File
RB/File
J. Alverio/File
Steve Berlin/Director of Ethics
James McIsaac/General Counsel