November 20, 2017

NGKF

4221 West Boy Scout Boulevard

Tampa, Florida 33607

ATTN: Jennifer Miller

Dear Jennifer:

In regard to a bottle of wine I recently received from your company via an enclosed UPS package, I appreciate the sentiment although I do not want there to be any misunderstanding of a friendly gesture. Therefore, I am therefore returning the gift. To reduce additional cost and time to the City, I will seal the package and leave with your staff onsite.

Please refrain from any future gestures such as this as the City of Chicago maintains expectations of professional standards and ethical behavior between employees and vendors. Gestures such as this can implicate this relationship, regardless of any good-will intentions.

Thank you for your understanding.

Sincerely,

Patrick J. Ryan

Patrick J. Ryan

cc: Jim Dunn, Department of Law

 Steve Berlin, Board of Ethics

 Louis Martinez