



**DEPARTMENT OF PROCUREMENT SERVICES**  
**CITY OF CHICAGO**

**December 27, 2012**

**Gail Garcia-Steffan  
Peralta Garcia Solutions  
1000 West Monroe, Suite 1W  
Chicago, Illinois 60607**

**Re: Return of Gift**

**Dear Gail,**

**As an employee of the City of Chicago, Department of Procurement Services (DPS) I am not able to accept your gift of Fannie May Chocolates.**

**DPS has Zero Tolerance Policy under which our employees may not except any gifts of any value from vendors. Gifts may not be accepted by DPS employees regardless of whether or not the vendor currently does business with the City of Chicago.**

**For the above reasons, we have donated the box of Fannie May Chocolates to: A Safe Haven Foundation located at: 2750 West Roosevelt Road, Chicago, Illinois 60608.**

**Once again we appreciate your kind thought and look forward to your business in the coming year.**

**Thank you for your understanding.**

**Sincerely,**



**Jamie L. Rhee  
Chief Procurement Officer**

**cc: Board of Ethics  
: Neli Vasquez-Rowland**