



DEPARTMENT OF FLEET & FACILITY MANAGEMENT

MEMORANDUM

To: Steve Berlin
Executive Director
Board of Ethics



From: 
David J. Reynolds
Commissioner

Date: August 12, 2014

Subject: **Approval for Employee Travel and Stay for Award Acceptance**

On November 28, 2012, Office Depot was awarded a contract for General Office Supplies and Related Services under PO 26701. Every year, Office Depot recognizes a select number of customers for leadership in greener purchasing. Because of Chicago's green spend last year through the Office Depot Office Supplies and Services contract, Office Depot is inviting someone in the City of Chicago's purchasing team to come to Boca Raton, Florida to accept the award. The award ceremony will take place on Wednesday, September 17th.

Karen Weigert, the Mayor's Chief Sustainability Officer (CSO), felt that the effort was driven by the Department of Fleet and Facility Management (2FM). The CSO has deferred the recommendation to me in selecting someone in 2FM's contracts team to represent the City. I have chosen and approved that Carmen Rocha, Chief Contract Expediter, to attend the awards ceremony and accept the award on behalf of the City of Chicago. If our City policies allow, Office Depot would cover travel and one night hotel stay.

Please contact Carmen Rocha at 312-744-0262 or at Carmen.Rocha@cityofchicago.org if any further actions or documentation is required on this matter.

Thank you for your time and attention on this matter.

cc: Bravo, Nikki-2FM
Kelly, William-2FM

Attachments: Awards Ceremony Agenda

AGENDA

Wednesday, September 17, 2014	
10:00 AM – 1:00 PM	Diverse Supplier Expo for Office Depot Merchants Only
1:00 PM – 2:00 PM	General Registration and Expo Open for all Attendees
2:00 PM – 2:02 PM	Welcome to Office Depot <i>Steve Calkins, Vice President of Contract Sales, Office Depot</i>
2:02 PM – 2:20 PM	From green to sustainable: A proposed framework for discussion <i>Yalmaz Siddiqui, Sr. Director, Environmental & Supplier Diversity, Strategy</i>
2:20 PM – 2:50 PM	Keynote: Explosion Green: The rise of the green building movement <i>David Gottfried, Founder, U.S. Green Building Council</i>
2:50 PM – 3:20 PM	Supplier diversity, environmentalism, sustainability: How they fit together <i>Moderated discussion with WBENC and NMSDC Representatives</i>
3:20 PM – 3:30 PM	Coffee Break
3:30 PM – 4:30 PM	Greener & Diverse Purchasing: Case studies on how to implement <i>Colleen Reardon, Purchasing, University of Pennsylvania</i>
4:30 PM – 5:30 PM	Expo
5:30 PM – 6:00 PM	Transfer to The Addison Cocktail Reception
6:00 PM – 7:00 PM	
7:00 PM – 9:00 PM	Dinner & Awards Ceremony
Thursday, September 18, 2014	
Morning	Departures for Leadership in Greener Purchasing Summit Customers

*agenda subject to change