

From: Rupal Bapat
Sent: Tuesday, February 25, 2020 2:52 PM
To: Richard Superfine
Cc: Monique Davids; Reshma Soni
Subject: Baby shower decor

Hello Rich,

This e-mail serves to memorialize our conversation earlier today.

I had contacted you to report the following:

- Today, BACP public vehicle licensing staff hosted a baby shower for fellow BACP employee Karolina Siek.
- Terri, an employee of 2FM security firm contractor, is the assigned security guard at public vehicle licensing offices at 2350 W. Ogden.
- Terri has become friendly with BACP public vehicle licensing staff during the course of her assignment at our facility.
- Terri decided to contribute to Karolina's baby shower by arriving at 7:30am this morning and decorating the staff lunchroom. See below photos of the décor.
- Terri does engage in event planning outside her employment as security guard.
- Terri used the party supply equipment and décor she already had to decorate the lunchroom for the baby shower.
- She did spend her time on the décor as her contribution to the baby shower.
- The staff did enjoy the festive decorations.
- I did inform Terri that she needs to remove and take all her party supply materials and not "gift" any of the materials to the office.
- BACP does not exercise contract management authority over Terri or the security firm she works for. 2FM, now known as AIS, exercises contract management authority over the security guard company.
- I do not know the monetary value of the "professional" level of baby shower party décor services provided by Terri.
- As per your recommendation, I drafted this e-mail to send to Comptroller Reshma Soni and you to report the décor services contribution by City contractor to BACP.

Below is the e-mail initiated by the BACP employee who organized the baby shower and the photos of the "professional" level décor provided by Terri, the security guard.

Let me know if you have any questions.



RUPAL BAPAT | DEPUTY COMMISSIONER / ATTORNEY
City of Chicago | **Business Affairs and Consumer Protection (BACP)**
Public Vehicle Operations Division
2350 W. Ogden Avenue, 1st Floor, Chicago, IL 60608
312.743.0579

@ChiSmallBiz >



@ChicagoBACP >

