



# CITY OF PHILADELPHIA

**OFFICE OF THE MAYOR**  
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**MICHAEL A. NUTTER**  
MAYOR

Dear Vendors and Prospective Vendors:

Please accept my best wishes as the holiday season approaches. I appreciate and value your interest in doing business with the City of Philadelphia.

As you know, a key goal of my administration is that Philadelphia demonstrate the highest standards of ethics and accountability. I know it's customary in private industry to exchange gifts during the holiday season as an expression of goodwill to customers. I also know that, in the past, vendors have wished to provide gifts, gratuities or tokens of appreciation to the City officials and employees with whom they have done business.

I appreciate the generous spirit in which such gifts may be offered. I also appreciate our public employees who work hard on the public's behalf, and who deserve the public's thanks. Nevertheless, I wish to remind you that offering such gifts, gratuities or tokens of appreciation to officials and employees of City departments where your relationship is based on their City employment -- including invitations to holiday parties -- is prohibited. That is because in addition to the state and city ethics codes that govern officials and employees of both this administration and other branches of government such as City Council, Courts, Sheriffs, Prothonotary, Register of Wills, and others, a separate Mayor's Executive Order on Gifts governs officials and employees of the City's executive departments and agencies. I attach a copy of the Executive Order to this e-mail. The Executive Order exists to ensure that all vendors, potential vendors and citizens are treated alike, with no favoritism or perceived favoritism.

Therefore, to ensure that my administration maintains the high ethical standards to which I am strongly committed, please do not offer gifts, gratuities, tokens of appreciation, to officials and employees of City departments. I have sent a similar reminder to City officials and employees, as well. However, your thanks and praise to any City employee whose service you value are, of course, always welcome!

If you have any questions about this Executive Order, please contact Joan Markman, the City's Chief Integrity Officer, at [joan.markman@phila.gov](mailto:joan.markman@phila.gov) or 215-686-2178. I also ask that you share this letter with others in your organization.

Thank you again for your interest in and service to the citizens of Philadelphia. Best wishes for a happy and healthy holiday season.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael A. Nutter", with a long horizontal flourish extending to the right.

Michael A. Nutter  
Mayor