



Request # WCP25-021
(assigned by OMB)

**CITY OF PITTSBURGH
REQUEST FOR WAIVER OF COMPETITIVE
PROCESS**

Contract Title: IRA Outreach Subaward to Tree Pittsburgh

Contract Description: Subaward through Domestic Grant 24-DG-11094200-178

Contract Duration: 2025-2029 Previous Contract # (if applicable) _____

Requesting Department: Public Works (DPW) Contract Type: Professional Services

Requests for exemption must be based on one or more of the categories listed in City Code 161.02B located here:

Please list all exemption types that apply (see page 2) 4

Justification*:

See Exhibit A attached.

Signed by: *Chris Hamilton*
Department Director

Date: 8/29/2025

*In addition to the justification, Law may request additional backup information.

OMB Procurement: *Jennifer L. Olinger* Date: 9/5/2025
DocuSigned by: 27C648B8BCFF4A3...

After completion, please email this form, along with any appropriate backup to procurement@pittsburghpa.gov

Waiver Request is hereby: X Granted Denied

Chief Solicitor: *Krysia Kubiak* Date: 9/9/2025
DocuSigned by: AAC91186A3CF4B7...

If a waiver is granted, contract authorization is then required by City Council. Department shall submit appropriate legislation and note the Resolution number on this form and submit a copy along with the contract when submitting to the Controller's Office for signature.

Certificate Of Completion

Envelope Id: CA28FCD8-D0AE-4339-820C-61ADAA7046A1
 Subject: Complete with Docusign: WCP25-021 Tree Pittsburgh.pdf
 Source Envelope:
 Document Pages: 2
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed
 Envelope Originator:
 Jennifer Olzinger
 414 Grant Street
 Room 502
 Pittsburgh, PA 15219
 jennifer.olzinger@pittsburghpa.gov
 IP Address: 205.141.129.43

Record Tracking

Status: Original 9/5/2025 9:42:59 AM	Holder: Jennifer Olzinger jennifer.olzinger@pittsburghpa.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Pittsburgh	Location: Docusign

Signer Events

Jennifer Olzinger
 jennifer.olzinger@pittsburghpa.gov
 Assistant Director-Procurement
 City of Pittsburgh
 Security Level: Email, Account Authentication (Optional)

Signature

DocuSigned by:

 27C648B8B8CFF4A3...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 205.141.129.43

Timestamp

Sent: 9/5/2025 9:44:07 AM
 Viewed: 9/5/2025 9:44:15 AM
 Signed: 9/5/2025 9:44:26 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Lynda Bartolowits
 Lynda.Bartolowits@pittsburghpa.gov
 Contract Administrator
 Security Level: Email, Account Authentication (Optional)

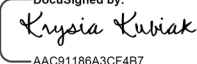
Completed

Using IP Address:
 2600:4041:195:900:8d38:c7df:1be6:938b

Sent: 9/5/2025 9:44:27 AM
 Viewed: 9/5/2025 11:20:21 AM
 Signed: 9/8/2025 11:49:12 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Krysia Kubiak
 Krysia.Kubiak@pittsburghpa.gov
 Solicitor
 Security Level: Email, Account Authentication (Optional)

DocuSigned by:

 AAC91186A3CF4B7...
 Signature Adoption: Pre-selected Style
 Using IP Address: 205.141.129.43

Sent: 9/8/2025 11:49:13 AM
 Viewed: 9/9/2025 8:23:00 AM
 Signed: 9/9/2025 8:25:55 AM

Electronic Record and Signature Disclosure:
 Accepted: 2/1/2022 5:30:46 AM
 ID: f8bc2c33-bfa0-46c1-b4c9-326a24836f50

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Genesis Martinez genesis.martinez@pittsburghpa.gov Security Level: Email, Account Authentication (Optional)	COPIED	Sent: 9/9/2025 8:25:57 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/5/2025 9:44:08 AM
Certified Delivered	Security Checked	9/9/2025 8:23:00 AM
Signing Complete	Security Checked	9/9/2025 8:25:55 AM
Completed	Security Checked	9/9/2025 8:25:57 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: riley.stewart@pittsburghpa.gov

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at riley.stewart@pittsburghpa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to riley.stewart@pittsburghpa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO City of Pittsburgh as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO City of Pittsburgh during the course of your relationship with Carahsoft OBO City of Pittsburgh.