

Request # WCP24-006  
(assigned by OMB)

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

Contract Title: Humane Animal Rescue of Pittsburgh

Contract Description: Administration of spay & neuter program

Contract Duration: 6 months Previous Contract # (if applicable) 53949

Requesting Department: Public Safety 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) 10

**Justification\*:**

This request is to extend the contracts of the two vendors that conduct the City's low-cost spay & neuter program.

This program has been paused while the program is being reevaluated and an RFP produced. Public Safety requests a continuation of the contract for purposes of servicing the community cat population while the RFP is being completed, published, and evaluated.

Signed by: [Signature]  
Department Director

Date: 2-19-24

\*In addition to the justification, the Law forms attached below must also be completed and all appropriate backup submitted.

OMB Procurement: [Signature] Date: 2/22/2024  
DocuSigned by: Jennifer Obinger  
27C648B8BCFF4A3...

After completion, please email this form, along with any appropriate backup to [procurement@pittsburghpa.gov](mailto:procurement@pittsburghpa.gov)

Waiver Request is hereby:  X Granted  Denied

Chief Solicitor: [Signature] Date: 2/29/2024  
DocuSigned by: Krysta Kubiak  
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: 53BBCE3BEA0E46C39D4842CF2B69AEF0	Status: Completed
Subject: Complete with DocuSign: WCP24-006 Humane Animal Rescue.pdf	
Source Envelope:	
Document Pages: 1	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Jennifer Olzinger
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	414 Grant Street
	Room 502
	Pittsburgh, PA 15219
	jennifer.olzinger@pittsburghpa.gov
	IP Address: 205.141.129.43

**Record Tracking**

Status: Original	Holder: Jennifer Olzinger	Location: DocuSign
2/22/2024 9:08:49 AM	jennifer.olzinger@pittsburghpa.gov	
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: 2/22/2024 9:10:06 AM  
 Viewed: 2/22/2024 9:10:13 AM  
 Signed: 2/22/2024 9:10:25 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

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

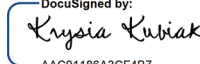
**Completed**

Using IP Address: 205.141.129.43

Sent: 2/22/2024 9:10:26 AM  
 Viewed: 2/29/2024 10:12:49 AM  
 Signed: 2/29/2024 10:12:52 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: 2/29/2024 10:12:53 AM  
 Viewed: 2/29/2024 10:23:29 AM  
 Signed: 2/29/2024 10:23:34 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**

Charles Showers  
charles.showers@pittsburghpa.gov  
Security Level: Email, Account Authentication  
(Optional)

**COPIED**

Sent: 2/29/2024 10:23:35 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	2/22/2024 9:10:06 AM
Certified Delivered	Security Checked	2/29/2024 10:23:29 AM
Signing Complete	Security Checked	2/29/2024 10:23:34 AM
Completed	Security Checked	2/29/2024 10:23:35 AM

**Payment Events****Status****Timestamps****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](mailto:riley.stewart@pittsburghpa.gov)

### **To advise Carahsoft OBO City of Pittsburgh of your new email address**

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](mailto: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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