

WILLIAM PEDUTO
MAYOR



JANET K. MANUEL
DIRECTOR

CITY OF PITTSBURGH
DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE
CITY-COUNTY BUILDING

March 26, 2021

The Honorable President and Members of City Council
5th Floor City-County Building
414 Grant Street
Pittsburgh, PA 15219

Dear President and Members of Council:

The Mayor is hereby authorized to issue and the City Controller to countersign a warrant in favor of Pittsburgh Mailing in the amount of \$7,175.00 for open enrollment printing services provided to the Department of Human Resources & Civil Service due to print shop closure during pandemic, chargeable to and payable from the Department of Human Resources and Civil Service account 11101.109000.55.55501.2021.

The Department of Human Resources & Civil Service requests Council to waive Rule 8. Invoice was received late and services were provided to Human Resources & Civil Service in October of 2020 for the purpose of printing the City's Open Enrollment communications.

Sincerely,

A handwritten signature in black ink that reads "Janet K. Manuel". The signature is written in a cursive style.

Janet K. Manuel, MS, SHRM-CP, PHR
Director-Human Resources, & Civil Service and
EEO/Diversity & Inclusion Officer