

September 20, 2021

**Subject: Proclamation 21-14 COVID-19 Vaccination Requirement**

Dear Contractor/Vendor:

Pursuant to the governor’s emergency powers authorized in [RCW 43.06.220](https://app.leg.wa.gov/RCW/default.aspx?cite=43.06.220), Washington Governor Jay Inslee issued [*Proclamation 21-14 – COVID-19 Vaccination Requirement*](https://www.governor.wa.gov/sites/default/files/proclamations/21-14%20-%20COVID-19%20Vax%20Washington%20%28tmp%29.pdf)*, which was amended* by [*Proclamation 21-14-1 – COVID-19 Vaccination Requirement*](https://www.governor.wa.gov/sites/default/files/proclamations/21-14%20-%20COVID-19%20Vax%20Washington%20%28tmp%29.pdf) *(“Proclamation”)*. Effective October 18, 2021, the Proclamation prohibits state agencies from permitting contractors/vendors to engage in work for the Puget Sound Educational Service District (“District”) if the personnel performing the contract (including subcontractor personnel) have not been fully vaccinated against COVID-19.

You are receiving this letter because your organization is doing business with the District and, as part of the performance of that contract, certain of your organization’s personnel (including any subcontractor personnel) are required to or likely will provide contracted goods or services in person and on-site. Therefore, as a contractor/vendor, your organization is subject to the vaccination requirements set forth in the Proclamation.

As permitted by the Proclamation, the District has elected to require you, as its contractor/vendor, to assume responsibility for verification of full COVID-19 vaccination, determining and accommodating any exemptions for disability and sincerely held religious beliefs. Please be aware that the District retains the right to inquire into compliance with the verification requirements at any time.

The District values your organization as a contract/vendor partner to deliver needed goods or services. Accordingly, we are hopeful that your organization will comply with the Proclamation and help the state reduce the spread of the virus.

To that end, we have attached the Contractor/Vendor Certification form for you to complete and return via email to [purchasingoffice@psesd.org](mailto:purchasingoffice@psesd.org). This letter provides notice that if we have not received your completed Certification form by **4:00PM PDT on October 18th, 2021**, your personnel may not come on site and perform the work of the contract and that the contract may be terminated, or other remedies invoked. No invoice will be paid for work performed **after** 10/18/21 until it is verified that your certification has been received. Invoices for the work performed **prior** to 10/18/21 will be paid on a regular payment schedule.

If, however, your organization does not intend to comply with the Proclamation, please contact Doug Wilson ([dwilson@psesd.org](mailto:dwilson@psesd.org)) so we can determine next steps, which may include starting the process to terminate the contract or invoking other remedies.

If you have any questions, please contact Doug Wilson at [dwilson@psesd.org](mailto:dwilson@psesd.org).

Sincerely,

**Doug Wilson**

Purchasing & Contract Administrator

Puget Sound Educational Service District

800 Oakesdale Ave SW

Renton, WA 98057

**Contractor/Vendor Certification  
Proclamation 21-14 - COVID-19 Vaccination Certification**

*To reduce the spread of COVID-19, Washington state Governor Jay Inslee, pursuant to emergency powers authorized in* [*RCW 43.06.220*](https://app.leg.wa.gov/RCW/default.aspx?cite=43.06.220)*, issued* [*Proclamation 21-14 – COVID-19 Vaccination Requirement*](https://www.governor.wa.gov/sites/default/files/proclamations/21-14%20-%20COVID-19%20Vax%20Washington%20%28tmp%29.pdf) *(dated August 9, 2021), as amended by* [*Proclamation 21-14.1 – COVID-19 Vaccination Requirement*](https://www.governor.wa.gov/sites/default/files/proclamations/21-14.1%20-%20COVID-19%20Vax%20Washington%20Amendment.pdf) *(dated August 20, 2021) and as may be amended thereafter. The Proclamation requires contractors/vendors who have goods, services, or public works contracts with a Washington state agency to ensure that their personnel (including subcontractors) who perform contract activities on-site comply with the COVID-19 vaccination requirements, unless exempted as prescribed by the Proclamation.*

**I hereby certify, on behalf of the organization identified below, as follows**:

* Has reviewed and understands Contractor’s/Vendor’s obligations as set forth in [*Proclamation 21-14 – COVID-19 Vaccination Requirement*](https://www.governor.wa.gov/sites/default/files/proclamations/21-14%20-%20COVID-19%20Vax%20Washington%20%28tmp%29.pdf) *and* [*Proclamation 21-14.1 – COVID-19 Vaccination Requirement*](https://www.governor.wa.gov/sites/default/files/proclamations/21-14.1%20-%20COVID-19%20Vax%20Washington%20Amendment.pdf)*);*
* Complies with the requirements of obtaining proof of full vaccination against COVID-19 for personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
* Complies with the requirements for granting disability and religious accommodations for personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
* Has operational procedures in place to ensure that any activities that occur in person or on-site (other than only for a short period of time during a given day and where any moments of close proximity to others will be fleeting – e.g., a few minutes for deliveries) will be performed by personnel (including subcontractors) who are fully vaccinated or properly exempted as required by the above-referenced Proclamation;
* Has operational procedures in place to enable Contractor/Vendor personnel (including subcontractors) who perform activities in person or on-site to provide documentation that such personnel are in compliance with the above-referenced Proclamation;
* Will provide to District, upon request, COVID-19 Vaccination Verification procedure and related records, except as prohibited by law.

**I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the organization listed herein.**

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| Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Contractor/Vendor – Print full legal entity name of organization | |
| By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of authorized person  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title of person signing certificate  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name of person making certifications for organization  Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print city and state where signed |

**Return Contractor/Vendor Certification form to** [**purchasingoffice@psesd.org**](mailto:purchasingoffice@psesd.org)

**by 4:00 pm October 18, 2021. Failure to submit will result in contract termination**