

Owner/Operator Vaccination Attestation Form How-To Guide

1. A City representative will initiate the form for owner/operators, sole proprietors or individuals.
2. The owner/operator receives an email with a link to complete the form. Click “Review and sign”

Signature requested on "Owner Operator Contractor Attestation Form"



FAS Purchasing and Contracting <adobesign@adobesign.com>
To Elmer, Kjell

Reply

Retention Policy 90 days Inbox (90 days)

Expires 1/30/2022

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: External Email



FAS Purchasing and Contracting requests your signature
on
Owner Operator Contractor Attestation Form

Review and sign

After you sign **Owner Operator Contractor Attestation Form**, the agreement will be sent to **Kjell E.** Then, all parties will receive a final PDF copy by email.

Don't forward this email: If you don't want to sign, you can **delegate** to someone else.

3. Contractor completes the form.

- a. Enter contractor name, all contracts within a department*, department from the drop-down list, your name, and title.

*Please note you will need to fill in a separate attestation form for each department your business has contracts with. See below for instructions on finding your contract numbers.

Contractor (please provide your business name or your name if you have an individual contract with the City):	Elmer K
City of Seattle Contract Number(s)/Project Identifier(s)/PO# ("Contracts"; separate each number with a comma) ⁱⁱⁱ :	7777777, 3333333
Department contract(s) are with:	FINANCE & ADMINISTRATIVE SERVICES ▾
City Department Representative:	Kjell E

<p>Submittal Instructions</p> <p>The named Contractor and the City Department Representative shall complete and sign the following Attestation on or before Dec. 5, 2021. If the Contractor is unable to comply with the requirements of the Executive Order, you must immediately notify in writing the City contact for your City of Seattle contract(s).</p>
--

By this Attestation, I, (Name) Elmer K, the (Title) CEO at (Business) Elmer K the "Contractor" named above, affirm that I am the authorized representative of the named contractor of the contract(s) identified above, and acknowledge that I have received, reviewed and understand the City of Seattle COVID-19 Vaccination Requirements for City Contractors Executive Order 2021-08 and agree to comply

- c. A message will appear that the form has been signed and will be sent to the City Rep to sign. A copy of the completed form can be downloaded at this time.



You finished signing "Owner Operator Contractor Attestation Form".

Next, Kjell E will sign.

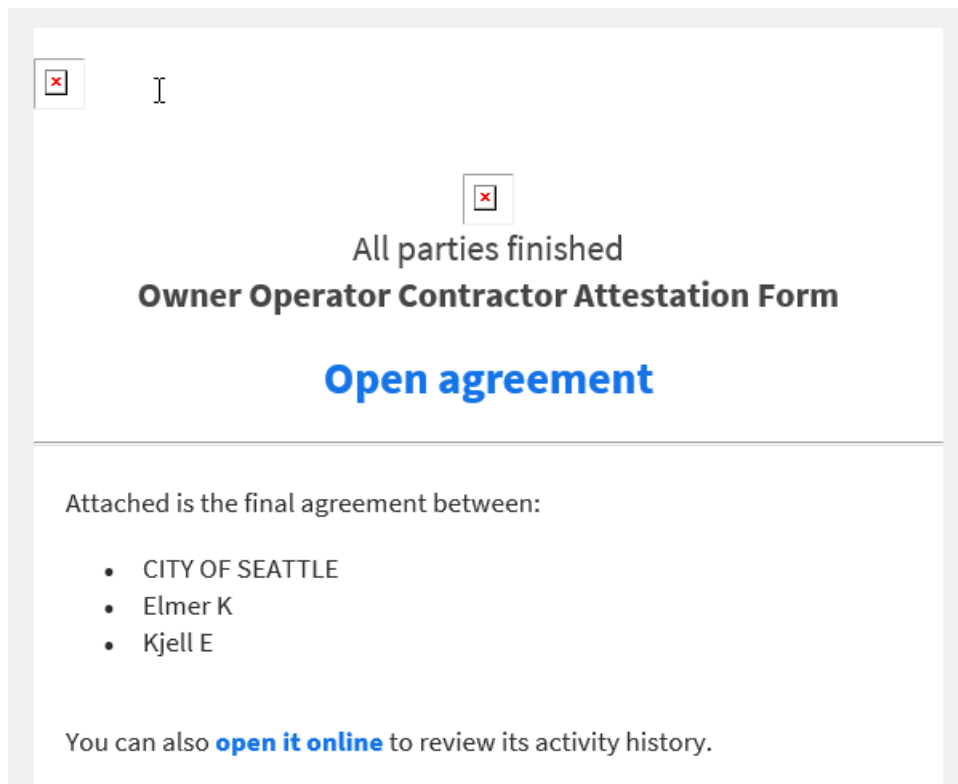
We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Manage your Adobe Sign agreements

Sign In

4. The City representative must visually verify the vaccination record and that the attestation form was completed at least two weeks after the second shot of a two dose regimen (i.e. Pfizer-BioNTech or Moderna) or the single shot (i.e. Johnson & Johnson's Janssen).
 - o Options for verification – the owner/operator shows visual proof:
 - In person
 - Via Teams
 - Via WEBEX
 - Via other visual verification

5. All parties receive a final signed form via email



Finding your Contract Number

If you need assistance finding your contract(s) number please follow the instructions below or you may ask the City staff you work with. If you are still unable to locate a contract number simply write “unknown” in the contract number field.

1. Follow this link: [Find a Contract](#)
2. Select the type of contract: Blanket, Construction or Consultant and click “Next”

Contract Search

To view active/open or closed contracts select one of the following options.

Blanket Contract

Construction

Consultant Contract

If you are unable to find a consultant contract search the [City Clerk's](#) office. You can request an official hard copy by submitting a [public records request](#). If you are unable to find a blanket or construction contract, or need technical assistance using this search tool, contact Purchasing and Contracting at VR@seattle.gov.

3. Enter your supplier name and click “Search”

Contract Search - Contract

Supplier ID:

Supplier Name:

Contract Number:

Contract Status: ▼

Description:

Item Category: 🔍

All Departments: ▼

Department: 🔍

WMBE Classification

4. A list of contracts will appear below.