



PROCUREMENT SERVICES

330 Parade Avenue · 314 Smith Hall · Lexington, VA 24450

GOVERNOR'S DIRECTIVE #18 FOR CONTRACTORS AND VENDORS

BACKGROUND:

On August 5, 2021, Governor Northam announced Executive Directive 18 requiring all state employees and state contractors to disclose their COVID-19 vaccination status by September 1, 2021. For those not fully vaccinated, this Directive requires that they receive weekly COVID-19 tests and disclose those results. Executive Directive 18 applies to VMI as a public institution of higher education.

Vendors who work on-site in facilities owned or leased by VMI or who perform public facing services on behalf of VMI, must comply with the Directive. Any individual or entity who meets this definition must certify on their company letterhead. Contractors are required to track the disclosed vaccination status of employees covered by [Executive Directive #18](#) and to provide required certification to the Office of Procurement Services. Certification documents must be sent to procurement@vmi.edu. No work may continue or start in any facilities owned or lease by VMI until certifications have been received and on file.

The following certification is required on company letterhead:

Certification of Compliance

*In accordance with Governor Northam's [Executive Directive #18 \(ED #18\)](#) I do hereby certify that all [covered employees](#) of **[Contractor Name]** and subcontractors have disclosed vaccination status to **[Contractor Name]** and that those said employees who work on site or perform public-facing services are either fully vaccinated*, or, will wear face coverings, maintain social distancing, and adhere to all VMI operational and safety protocols while working on-site at VMI or engaged in-person with the public.*

CONTRACTOR:

By: _____

(Signature in ink)

(Date)

Name: _____

Title: _____

ATTEST: _____

(Signature in ink)

(Date)

COVID testing is NOT required.

(*received all doses of an FDA or WHO approved vaccination series)

As a reminder, [information to obtain vaccinations may be found here](#).
We value our partnership with you so let's do all we can to stay safe!

COL Kathleen H. Tomlin

Director, Procurement Services

5 October 2021