

## CONTRACTORS, SUBCONTRACTORS, and VENDORS

Visiting Contractors and Subcontractors are those who are on the island to perform a particular scope of work, including but not limited to, renovations, repairs or maintenance of buildings, lots or units. Prior to beginning their scopes of work, the Visiting Contractors and Subcontractors must register with the Public Safety Department, by following the procedures outlined below:

1. Provide a valid copy of their Qualified Business license (if applicable)
2. Provide a valid copy of their Contractor/Subcontractor license (if applicable)
3. Provide a valid copy of their Certificate Of Competency or COC (if applicable)
4. Provide a valid Business Tax Receipt copy for Miami Dade County, unless they are working directly under a valid certified General Contractor.
5. If the scope of work projected is for the unit interior, provide a copy of the Condominium approval (**General Contractor only**).
6. If the scope of work projected is for the unit exterior, provide a copy of the ACC (Architectural Control Committee approval) (**General Contractor only**).
7. Provide Proof of general liability insurance, automobile liability, and workers compensation insurance. FICA must be listed as "Additional Insured" on any project not on Club Property. Any project on Club Property requires that "Fisher Island Club" be listed as "Additional Insured, as well as FICA. The general liability insurance minimum for a Visiting Contractor is:
  - General liability, \$1,000,000
  - Workers' Compensation, \$1,000,000
  - Automobile liability, 100/300/100 per vehicleProvide a valid Workers Compensation Exemption certificate (if applicable)
8. Complete the FICA Public Safety Contractor or Sub-Contractor Registration form.
9. Provide a signed Search and Weapon Policy for each employee associated with the project
10. Provide the name, contact information for all employees associated with the project.
11. Each employee must provide a legible copy of their valid driver's license and vehicle registration, if driving, or a legible copy of a valid identification card or passport, etc.

Once all required documentation has been submitted to Public Safety, it will be reviewed for validity, and accuracy. Any discrepancies noted, will be compiled, and forwarded to the general contractor or project representative for attention and correction.

When all corrections have been addressed and corrected properly, either the Public Safety Director or Access Control Manager, will provide a signature of approval to the contractor/sub-contractor package, along with assigning a project number particular to that project, to the supervisor responsible for monitoring the project, as identified by the resident on the contractor/sub-contractor registration form, that will be used with a password created by the same, to request clearances for all workers on behalf of the resident.

All contractors and sub-contractors are responsible for monitoring and maintaining accurate/valid information on file with Public Safety at all times, failure to do so, could result in the Association denying clearance, and ultimately with the assistance of the appropriate Property Management suspending the project until corrected.