

# **Contractor/Vendor Gate Access Document Registration Procedures**

#### **Uploading required registration documents:**

- 1. Once you have informed Fisher Island Community Associations Public Safety Department of your intent to register, you will be issued a "User name and Password".
- 2. Log on to www.gateaccess.net
- 3. Use drop down box to select community code FICA
- 4. Enter your user name
- 5. Enter your password
- 6. Log on
- 7. Select browse to locate your document to be uploaded. (Please note, not all available sections apply to your project. If you are unsure please contact Public Safety Department)
- 8. Select Upload
- 9. If you would like to view your PDF upload to ensure it has uploaded properly, select view PDF
- 10. Additional uploads required are State license, Business Tax receipts, and project contracts and any other applicable items that may pertain to you. (**Please ask**)

#### Adding employees ID's:

- 1. Scroll to the bottom of your profile and select the box labeled "New"
- 2. Enter last name/company
- 3. Enter first name
- 4. Select browse to locate your employees Government issued ID to be uploaded (Must be Color copy)
- 5. Select browse to locate your employees Acknowledgment release of liability form to be uploaded
- 6. If you would like to view your PDF upload to ensure it has uploaded properly, select view PDF
- 7. Each time you add an employee, you must upload a revised employee roster

#### **Deleting employees:**

1. Next to the name you would like to remove, you will see a delete button



# $\checkmark$ CONTRACTORS/SUBCONTRACTORS CHECK LIST

ALL INFORMATION MUST BE SUBMITTED TO THE FISHER ISLAND PUBLIC SAFETY DEPARTMENT. PLEASE SUBMIT ALL INFORMATION AHEAD OF SCHEDULE FOR REVIEW.

PLEASE SUBMIT ALL DOCUMENTS TO: bjoseph@fisherislandfica.com cvalles@fisherislandfica.com

LICE	NSES & APPROVALS
	Copy of the Contractor/Qualified Business License.
	County Business Tax Receipt and or Occupational license, if no state license.
	Copy of the Business Certificate Of Competency (COC) (if applicable).
	Condominium Association Approval (General Contractor only).
	ACC Approval (if applicable).
INSU	RANCE
Fisher	Island Community Association, Inc. (FICA) One Fisher Island Drive, Fisher Island, FL 33109 and the
Condo	minium Association name where the work will be developed must be listed as "Additional Insured" on
	oject not on Club property. Any project on Club property requires that "Fisher Island Club" be listed as
	ional Insured", as well as FICA. This rule applies to subcontractors also. Please ensure the additional
_	box is checked off and comments added in the description of operations section. See sample forms.
	General Liability insurance (minimum \$1,000,000).
	Workers Compensation insurance (minimum \$1,000,000 for General Contractor).
	Provide a <u>fully executed</u> copy of personnel leasing contract ( <b>if applicable</b> ).
	Automobile Liability insurance (\$100,000/\$300,000/\$100,000 per vehicle) or:
	Automobile Combined Single Limit \$1,000,000 Workers Compensation insurance \$1,000,000 for General Contractors, \$100,000 for Subcontractors.
	•
	Workers Compensation exemption certificate for company performing work ( <b>if applicable</b> ).
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	Complete the FICA Public Safety Contractor/Subcontractor Registration Form. General Contractor will be issued
	a project number in order to request clearance for subcontractors/workers to the unit/job site if approved by the property owner.
П	The name and contact information for the General Contractor/Subcontractor and all workers along with copies of
	vehicle registrations, driver licenses or valid identification.
	Use of Commercial Barge form must be signed by all employees.
	Acknowledgment, Release and Waiver of Liability must be signed by all employees.



# **CONTRACTOR / SUBCONTRACTOR REGISTRATION FORM**

#### PLEASE PRINT

Company Name:		Unit Number:	
Contractor Name:	First Last	Password:	
Email Address:			
Contractor Lic. Number:			
Telephone Number:			
Cellular Number:			
Company Address:	Desc	cription of work to be per	formed:
Does this representative h	nave your authorization to clear other workers o	r vendors?	Yes No
Does this contractor have	your authorization to remove construction relat	ed items?	Yes No
Representatives name aut	thorized to clear:		
Property Owner's/Host Na	ame (Print):		
Property Owner's/Host Si	gnature:		
	eted by the appropriate parties for registration werislandfica.com and copy cvalles@fisherislandfiup to date.		
General contractors and s if approved and provide p	ubcontractors may be asked to park at the Fishe arking pass.	r island terminal parking	facility, Public Safety department will advise
For golf cart use on the isl	and, carts must be properly registered and insur	ed. For registration, pleas	se contact Nataly
Garcia at ngarcia@fisheris	landfica.com or 305-535-6063.		
<u> </u>	r licenses must be provided to facilitate a nation our employee roster. DO NOT schedule your em ey are approved.	<del>-</del>	
Contractors Signature:		Date:	



## **EMPLOYEE ROSTER**

#### PLEASE PRINT

Company Name:			Unit #/Location:		
			1		
Employee Name:	First:	Last:	Date of Birth:		
Driver License Number:			D. L. Exp. Date:		
Address:			City:	Stat	e:
Zip Code:			Telephone #:		
Vehicle Make:			Vehicle Model:		
Vehicle Color:			Vehicle Year:		
Vehicle License Plate #:			Vehicle Reg. Exp.:		
	Ī		1		
Employee Name:	First:	Last:	Date of Birth:		
Driver License Number:			D. L. Exp. Date:		
Address:			City:	Stat	e:
Zip Code:			Telephone #:		
Vehicle Make:			Vehicle Model:		
Vehicle Color:			Vehicle Year:		
Vehicle License Plate #:			Vehicle Reg. Exp.:		
	Τ				
Employee Name:	First:	Last:	Date of Birth:		
Driver License Number:			D.L. Exp. Date:		
Address:			City:	Stat	e:
Zip Code:			Telephone #:		
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Vehicle Color:			Vehicle Year:		
Vehicle License Plate #:			Vehicle Reg. Exp.:		
	· T				
Employee Name:	First:	Last:	Date of Birth:		
Driver License Number:			D.L. Exp. Date:		
Address:			City:	Stat	e:
Zip Code:			Telephone #:		
Vehicle Make:			Vehicle Model:		
Vehicle Color:			Vehicle Year:		
Vehicle License Plate #:			Vehicle Reg. Exp.:		



### Acknowledgement, Release and Waiver of Liability (During COVID 19)

I hereby acknowledge the following:

- 1. Fisher Island has a speed limit of **19 miles per hour (5mph at the garage terminal)**. Violations will result in fines and, for habitual offenders, consideration of drive on privilege revocation. No smoking while in queue waiting for commercial ferry and must remain in vehicle.
- 2. Fisher Island Community Association reserves the right to conduct a criminal background check as part of my registration process.
- 3. Fisher Island Community Association reserves the right to deny access to Fisher Island property based on the results of a criminal background check.
- 4. I hereby release and forever discharge and hold harmless Fisher Island Community Association, Inc. and/or Fisher Island Holdings, LLC, and their respective officers, employees, board members, and agents, from any and all liability, claim, loss, judgment, settlement, damage, or expense of any kind with respect to any property damage or theft that may result from parking on property owned or controlled by Fisher Island Community Association, Inc. and/or Fisher Island Holdings, LLC.
- 5. Fisher Island Community Association reserves the right to search and inspect my vehicle and any personal property I may bring on Fisher Island property. Possession of any type of weapon, ammunition or explosive material is not permitted on Fisher Island property.
- 6. Possession and/or distribution of illegal drugs or alcohol is not permitted on Fisher Island property.
- 7. Engaging in verbal threats or physical altercations (fighting) is not permitted on Fisher Island property.
- 8. Contractor Company or manager is responsible for transporting personnel while on Fisher Island.
- 9. All workers must attest that they are not sick or exhibited symptoms for at least 14 days. Protective masks and gloves will be worn at all times while on Fisher Island.
- 10. Each project site must provide a bathroom plan for all visiting vendors as they will not be permitted to use Public bathrooms around the island.
- 11. The employee cafeteria and employee restrooms are for Fisher Island employees only and not to be utilized by contractors and their employees.
- 12. Employees will travel directly from the barge to the job site, and directly from the job site to the barge at the end of the workday, no stops in between(vendors will not be permitted walk around the island).

# FAILURE TO COMPLY WITH ANY OF THE FOREGOING WILL RESULT IN DENIED OR REVOKED ACCESS TO FISHER ISLAND

[Signature]		[Date]			
[Print Name]		[Telephone	Number]		
[Company Name]	Vehicle make	Model	Tag#		



# **Use of Commercial Ferry**

All contractors must use the commercial Ferry located at 112 MacArthur Causeway Miami Beach, FL 33139.

#### Hours of access for contractors

Monday - Friday: 6:00 a.m. to 6:00 p.m.

No contractor work on weekends or Holidays (Unless written approval is provided by property manager and confirmed by Public Safety)

- All vehicles using the Ferry are subject to search.
- Contractors must present a valid form of photo identification to enter Fisher Island and maintain possession of identification while on Fisher Island property.
- Contractors are allowed to drive to the building where they are conducting work to drop off tools, materials and workers and must park at the job site or terminal garage (based on availability and approval by FICA). Covers are required on all vehicles hauling loads.
- No unauthorized parking or parking on grass.
- Please keep noise to a minimum; refrain from honking your horn, playing loud music, or yelling.
- Vehicles must be in good working condition.
- Contractors may not operate a unit owner's golf cart without written authorization from the unit owner. Contractors may contact the Public Safety Office to inquire about the registration process for contractor golf carts.

# FAILURE TO COMPLY WITH ANY OF THE FOREGOING MAY RESULT IN DENIED OR REVOKED ACCESS TO FISHER ISLAND

I understand, acknowledge and agree to the foregoing.

[Signature]		[Date]	
First: [Print Name]	Last:	[Telephone Number]	
[Company Name]			-



# **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 09/15/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the configurate holder in liqu of such and resembles.

C	ertificate holder in lieu of such endors	eme	ent(s)							
PRO	DUCER				CONTA	СТ				
Insi	urance Agent/ Broker Name				PHONE (A/C. No	- Evt)-		FAX (A/C; No):		
Insi	urance Agent/ Broker Street Address				E-MAIL			(740)110).		
	urance Agent City, State, Zip				ADDRE		NIDED(C) AFFO	RDING COVERAGE	_	NAIC#
	aranco rigoni ony, otato, zip					NI	fInsurance C			NAIC#
10101	DED.				INSURE	RA: Name o	i i i surance c	Юпрапу		
INSU					INSURE	RB:				
	Vendor Name				INSURE	RC:				
	Vendor Street Address				INSURE	RD:				
	Vendor City, State, Zip				INSURE	RE:				
					INSURE	RF:				
CO	VERAGES CER	TIFIC	CATE	NUMBER:				REVISION NUMBER:		
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	CLAIMS-MADE X OCCUR							PREMISES (Ea occurrence)		
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	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	s	1,000,000
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N							TORY LIMITS ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A	x	Policy Number				E.L. EACH ACCIDENT	S	1,000,000
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	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	s	1,000,000
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	uded as additional insured for General		,	,		0 0			,	
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	Fisher Island Community Ass	ociat	ion, II	IIC	THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			LIVERED IN		
	One Fisher Island Drive									
Fisher Island, FL 33109				AUTHOR	DIZEN DEDDESEI	NTATIVE				

ACORD 25 (2010/05)

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## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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IMPORTANT: If the certificate holder terms and conditions of the policy, c certificate holder in lieu of such endor	ertain pol	icies may require an en	oolicy(ies) dorsemen	must be ent. A state	endorsed. It ement on thi	SUBROGATION IS WAI	VED, s confer	ubject to the rights to the
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Insurance Agent/Broker Street Address or I	P O Boy		E-MAIL ADDRESS:	XII.		(A/C, No):		
Insurance Agent/Broker City, State & Zip C			ADDRESS:					
Contact City & Phone Number	oue					RDING COVERAGE		NAIC#
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INSURED Vendor Name			INSURER E	B: Name of	f Insurance C	ompany (if applicable)		
Vendor Street Address or	P O Box		INSURER C	c : Name of	f Insurance C	ompany (if applicable)		
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CLAIMS-MADE X OCCUR				}		MED EXP (Any one person)	\$ N/A	
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						GENERAL AGGREGATE	\$ 2,00	<del></del>
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(Mandatory in NH) If yes, describe under								
DÉSCRIPTION OF OPERATIONS below	<u>!                                    </u>		<u>_</u>			E.L. DISEASE - POLICY LIMIT	\$ 1,00	0,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHIC	LES (Attach	ACORD 101, Additional Remarks	Schedule, If r	more space is	required)			
Certificate holder and (BUILDING ASSOCIA to both general and automobile liability.	ATION NAM	ME WHERE PROJECT IS	LOCATED	), SEE ATT	ACHED LIST	(i) are listed as additional	insured	with regards
Workers compensation in the	ne amo	ount of \$1,000,00	0 annli	ies to c	ertified o	neneral contract	ore	
sub-contractors are require			o appii	103 10 0	erineu (	goneral contracti	013,	
CERTIFICATE HOLDER			CANCEL	LLATION				
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Fisher Island Community Association, Inc. One Fisher Island Drive				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				
Fisher Island, FL 33109			AUTHORIZED REPRESENTATIVE					

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AUTHORIZED AGENT SIGNATURE/EDORSEMENT

# If the unit where the work is being performed begins with the below numbers, the Association name to the right is how it should be displayed on the Certificate of Insurance

BUILDING #	ASSOCIATION NAME
20	Bayside Village East Condominium Association, Inc.
21	Bayside Village East Condominium Association, Inc.
22	Bayside Village Condominium Association, Inc.
23	Bayside Village Condominium Association, Inc.
24	Bayside Village Condominium Association, Inc.
25	Bayside Village Condominium Association, Inc.
40	Marina Village Gardens at Fisher Island Condominium No. Two Association, Inc.
41	Marina Village Condominium Association, Inc.
42	Marina Village at Fisher Island Condominium No. Three Association, Inc.
45-47	Harborview at Fisher Island Condominium Association, Inc.
48	Bayview at Fisher Island Condominium No. One Association, Inc.
49	Bayview at Fisher Island Condominium No. One Association, Inc.
50	5000 Bayview at Fisher Island Condominium Association, Inc.
51	5100 Bayview at Fisher Island Condominium Association, Inc.
52	Bayview at Fisher Island Condominium No. Three Association, Inc.
53	Bayview at Fisher Island Condominium No. Two Association, Inc.
69	Valencia Estates Homeowners' Association, Inc.
70	Palazzo del Sol / della Luna at Fisher Island Condominium Association, Inc.
71	Palazzo del Mare at Fisher Island Condominium No. One Association, Inc.
72	Oceanside at Fisher Island Condominium No. Five Association, Inc.
74	7400 Oceanside at Fisher Island Condominium Association, Inc.
76	7600 Oceanside at Fisher Island Condominium Association, Inc.
77	Oceanside at Fisher Island Condominium No. Four Association, Inc.
78	Oceanside at Fisher Island Condominium No. Three Association, Inc.
79	Oceanside at Fisher Island Condominium No. Two Association, Inc.
80	Oceanside at Fisher Island Condominium Association, Inc.
151-159	Seaside Villas Condominium Association, Inc.
191-192	Seaside at Fisher Island Condominium Association, Inc.



# UNITED STATES COAST GUARD MANDATED SAFETY MEASURES

In February of this year, the United States Coast Guard (USCG) Commander issued a temporary suspension of the condition that previously granted our ferry operation the special consideration to maintain all vehicle engines on while aboard the ferry.

The USCG mandate requires all passengers to set their emergency brakes on and turn their vehicle engines off. Vehicle engines must remain off until the ferry lands and is tied up at the terminal.

The Captain of the vessel has the authority and obligation to either remove any vehicle that does not comply with the USCG mandate or he can decide not to leave the terminal until 100 percent compliance is achieved. Captains and Deckhands are continuously reminding all passengers to set their emergency brakes on and turn their vehicle engines off. Additionally, signs in all points of entries are in place to remind all drivers to set their emergency brakes on and shut off their engines.

Failure to comply with the USCG Mandate will result in denial of drive on access to the Transportation System.

Acknowledged By:	
Signature	Employee Name
Date Signed	Company Name



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Employee Name:\_\_\_\_

Phone Number

# Host Unit/Building #\_

\*\*\*Note\*\*\*THIS PLACARD MUST REMAIN ON THE VEHICLE DASHBOARD WHILE PARKED ON FISHER ISLAND OR IT MAY BE SUBJECT TO VEHICLE ACCESS DENIAL.