

Contractor/Sub-contractor/Vendor



Registration Procedures

Fisher Island Community Association

Contractor/Sub-contractor/Vendor registration procedures

Goal:

Provide an infallible registration process that provides all pertinent information, policies, and procedures to register contractors, sub-contractors, and vendors as well as a better understanding of some contributing factors that may cause unforeseen delays to the beginning and/or continuation of a renovation project.

Questions and/or concerns should be directed to:

Primary contact:

Beverly Joseph Office Administrator for Public Safety (305) 695-3075 bjoseph@fisherislandfica.com

Secondary contact:

Chris Valles
Assistant Director of Public Safety
(305) 604-2346
(305) 968-8368
CValles@fisherislandfica.com

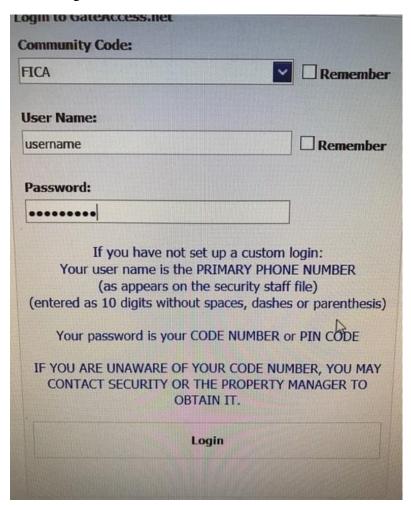
When sending an email with questions and/or concerns related to contractors/Sub-contractors/Vendors, please send to Beverly Joseph while copying Chris Valles

Initial registration

☐ The registrar must send an email to <u>bjoseph@fisherislandfica.com</u> and <u>cvalles@fisherislandfica.com</u> requesting a user name and password in order to register through www.GateAccess.net, Fisher Islands Contractor, Sub-contractor, and Vendor registration portal.

Gate Access registration portal

- ☐ Once you arrive to the web portal;
 - Select FICA as the community code
 - Enter your user name-Provided by Public Safety
 - Enter your password-Provided by Public Safety
 - Click the Login button



- ☐ Once you've logged in:
 - Upload the required documents as identified on the page.
 - Upload the documents by selecting the "Browse" button which allows you to search your files to locate the document to be uploaded.
 - Once you've located your document, click the "OPEN" button.
 - Click the "Upload" button.
 - Once the document is uploaded, you will see "View PDF" to the right which will allow you and the reviewer to view the uploaded document.

	Written acknowledgement and understanding of the posted 19 MPH speed limit (All Employees)	None/Not Set		Browse	Not Uploaded
		Yet			Yet
		None/Not Set		Browse	Not Uploaded
		Yet			Yet
	No. 2012 Co.	None/Not Set		Browse	Not Uploaded
	Registration Form	Yet			Yet
		None/Not Set	_	Browse	Not Uploaded
	ness Tax Receipt (if App)	Yet	•		Yet
	Charles and Artist and	None/Not Set	_	Browse	Not Uploaded
	Drivers license/ID check	Yet	•		Yet
		None/Not Set	_	Browse	Not Uploaded
	General Liability Insurance	Yet	•		Yet
	ertificate of Competency (If app, FRONT & BACK)	None/Not Set	_	Browse	Not Uploaded
		Yet	•	Upload	Yet
	Indemnification LTR if applicable	None/Not Set Yet		Browse	Not Uploaded
					Yet
	Automobile Liability Insurance	None/Not Set Yet		Browse	Not Uploaded
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	Gantt Chart	None/Not Set Yet		Browse	Not Uploaded
					Yet
	and war and	None/Not Set Yet		Browse	Not Uploaded
	Vehicle Registration(s)				Yet
	200 000 000	None/Not Set Yet		Browse	Not Uploaded
	Project contract (Scope of work)				Yet
		None/Not Set	_	Browse	Not Uploaded
	State License	Yet	•		Yet
	For the company of	None/Not Set	_	Browse	Not Uploaded
	Employee Roster	Yet	•		Yet
	W9 if applicable	None/Not Set Yet	_	Browse	Not Uploaded
					Yet
		None/Not Set Yet		Browse	Not Uploaded
				Upload	Yet

All documents and/or images must be uploaded in the form of a PDF file.

Discrepancies, pending, and/or approvals:

The below colors identify the document/employee status.

Pending review/Not uploaded

Pending review/Not uploaded

Document has been rejected/
Discrepancy/ Not uploaded

☐ In order to load a corrected/renewed document after its approved, contact this office to reject the respective document then simply reload as you did initially and either call or send an email notifying us of its completion.

☐ Items to upload:

• A completed fully endorsed contractor registration form (All areas must be completed). Please note property owner must print and sign where indicated. Project number and password is issued by Public Safety.



CONTRACTOR / SUBCONTRACTOR REGISTRATION FORM

PLEASE PRINT

			Unit Number:	
First:	Last		Start Date:	
			Expiration Date:	
			Extension Date:	
			Project Number:	
			Password:	
		Des	cription of work to be pe	rformed:
ave vour auth	orization to de	ar other workers o	r vendors?] Yes □ No
				Yes No
		e construction rela	teu items:	
	<u> </u>			
			imited to one vehicle pe	r day. Contractors registering more than 10
and, carts mu	st be properly r	egistered and insu	red. For registration, ple	ase contact Betty Munoz
com or 305-53	5-6063.			
our employee	roster. DO NOT			
			Date:	
	nave your authorize thorized to clea me (Print): gnature: sted by the apprishandfica.cor up to date. ehicles per date capacity vehic and, carts mus com or 305-53 r licenses mus ur employee e	nave your authorization to cle your authorization to remove thorized to clear: ame (Print): gnature: eted by the appropriate partic prislandfica.com and copy accup to date. ehicles per day; Sub-Contract capacity vehicles (8 or more j and, carts must be properly r com or 305-535-6063.	Designate your authorization to clear other workers of your authorization to remove construction relathorized to clear: ame (Print): gnature: eted by the appropriate parties for registration werislandiffication and copy acusson@fisherisland up to date. ehicles per day; Sub-Contracted companies are leapacity vehicles (8 or more passangers). and, carts must be properly registered and insuicom or 305-535-6063.	First: List: Start Date: Expiration Date: Extension Date: Extension Date: Project Number: Password: Description of work to be pe password: Description of work to be pe password: Description of work to be pe password: Description of work to be pe password: password: Description of work to be pe password: pa

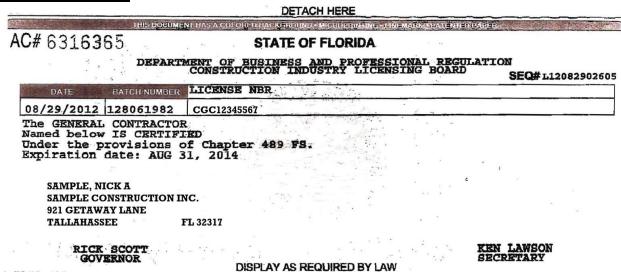
- Valid certificate/s of liability;
 - ❖ Either one certificate of insurance, providing general, automobile, and workers compensation liability or one certificate for each (Three certificates).
 - ❖ General must be in the amount of no less than \$1,000,000.00
 - ❖ Automobile can either be in the amount of no less than \$100,000.00/\$300,000.00/\$100,000.00 as a split limit or in the amount of no less than \$1,000,000.00 when submitted as a combined single limit.

- ❖ If the registrar is a general contractor, the workers compensation must be in the amount of no less than \$1,000,000.00 any other profession must be in the amount of no less than \$100,000.00
- ❖ Both Fisher Island Community Association, Inc. and the building association must be listed as additional insured for general and automobile liability.

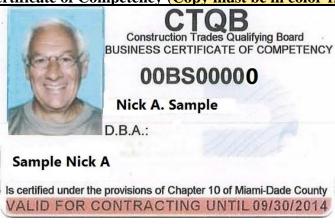
INSR LTR	TYPE OF INSURANCE	ADDL		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY	LIMI	rs	
	GENERAL LIABILITY						EACH OCCURRENCE	\$	1,000,000
Α	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR		⊗ FZLT99716257	03/07/14	03/07/15	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	100,000	
						MED EXP (Any one person)	\$	5,000	
				Additional insured block	General liab	,	PERSONAL & ADV INJURY	\$	1,000,000
			1	must be checked	amount of r \$1,000,000		GENERAL AGGREGATE	\$	2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				\$1,000,000		PRODUCTS - COMP/OP AGG	\$	2,000,000
	POLICY X PRO- JECT LOC						Emp Ben.	\$	1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT	\$	
В	V	(X)			03/07/14	03/07/15	(Ea accident) BODILY INJURY (Per person)	\$	100,000
0	ALL OWNED SCHEDULED	W	1	TLZF31475261	33.5.7.1			\$	300,000
	X HIRED AUTOS X AUTOS NON-OWNED			Additional insured block must be checked			PROPERTY DAMAGE	\$	100,000
	HIRED AUTOS AUTOS			illust be checked			(Per accident)	\$	100,000
_	UMBRELLA LIAB OCCUR				Minimum am	ount	EACH OCCURRENCE	\$	
С	EXCESS LIAB CLAIMS-MADE				if submitted a	as a	AGGREGATE	\$	
	DED RETENTION\$				split limit			\$	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT		1,000,000
_	X ANY AUTO ALL OWNED SCHEDULED		X TLZF31475261		03/07/14 03/07/15	02/07/46	(Ea accident) BODILY INJURY (Per person)	\$	1,000,000
В						esere marrie a promy	/		
	AUTOS AUTOS			Additional insured block			BODILY INJURY (Per accident) PROPERTY DAMAGE	4	
	X HIRED AUTOS X AUTOS		1	must be checked			(Per accident)	\$	
							PIP	\$	
	UMBRELLA LIAB OCCUR				Minimum an	nount if	EACH OCCURRENCE	\$	
C	EXCESS LIAB CLAIMS-MADE				submitted as		AGGREGATE	\$	
	DED RETENTIONS				combined si	ngle limit		5	
	DED NE (ENTIONY				1				
	WORKERS COMPENSATION						X WC STATU- TORY LIMITS OTH-		
D	AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		WC27540008732014		03/07/14 03/07/15	03/07/15	and the second s	\$	1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ /	1,000,000
					Para de la constanta de la con		Workers compensation is	no less	than
							\$1,000,000 for general co	ontractor	and no
							less than \$100,000 for su	bcontra	ctor

• Depending on the profession, a valid copy of the company license.

State issued license

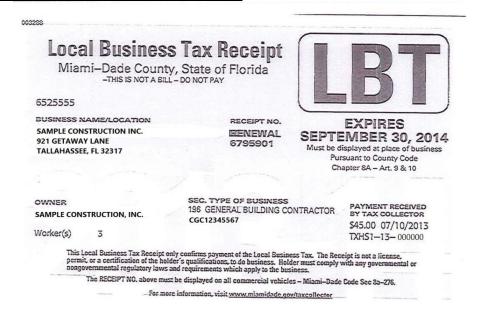


Business Certificate of Competency (Copy must be in color-front and back)





Occupational license/Business Tax Receipt



• A current Employee roster, feel free to add more pages then save as single PDF to upload..

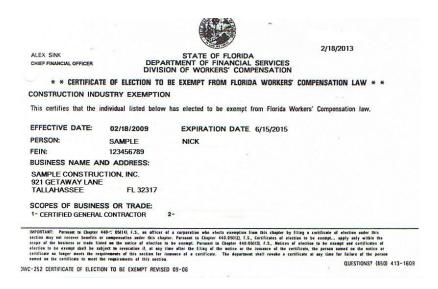


EMPLOYEE ROSTER

PLEASE PRINT

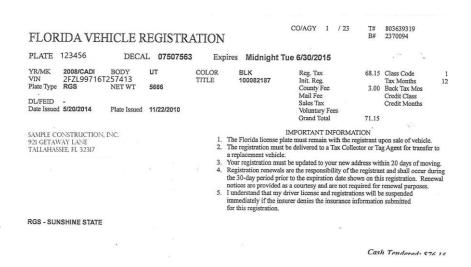
Company Name:			Unit #/Location:	
Employee Name:	First:	Last:	Date of Birth:	
Driver License Number:			D. L. Exp. Date:	
Address:			City:	State:
Zip Code:			Telephone #:	-20
Vehicle Make:			Vehicle Model:	
Vehicle Color:			Vehicle Year:	
Vehicle License Plate #:			Vehicle Reg. Exp.:	
Employee Name:	First:	Last:	Date of Birth:	
Driver License Number:			D. L. Exp. Date:	
Address:			City:	State:
Zip Code:			Telephone #:	*
Vehicle Make:			Vehicle Model:	
Vehicle Color:			Vehicle Year:	
Vehicle License Plate #:			Vehicle Reg. Exp.:	

• A workers compensation certificate of exemption for the company performing the work (If applicable).



NOTE: A workers compensation exemption certificate may only be submitted for the company that is registered to perform the work and individual listed.

• A valid copy of the vehicle registration for each vehicle to be used, both company and personal.



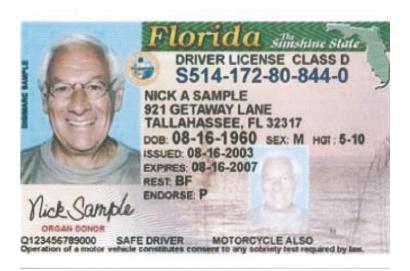
 A valid copy of an employee leasing contract, should a personnel leasing be used.

Property Management approval:

☐ The property manager will provide the management approval letter to Public Safety only, who will upload it when all other documentation has been uploaded, reviewed and/or corrected.

Architectural Control Committee approval (ACC)

- ☐ ACC approval must be obtained when exterior work is to be performed to include but is not limited to;
 - Window replacement
 - Slider replacement
 - Exterior tile
 - Like the property management approval letter, Public Safety will receive this letter and upload when all other documentation is approved.
 - An indemnification letter (If equipment is driven on the pavers behind the buildings) to repair any damaged pavers.
 - A valid color copy of each employee driver license or valid issued government identification.



• A signed Acknowledgement, Release and Waiver of Liability form.

(Updated to include Covid measures on contractor registration packet June 2020)



Acknowledgement, Release and Waiver of Liability

I hereby acknowledge the following:

- Fisher Island Community Association reserves the right to conduct a criminal background check as part of my registration process.
- Fisher Island Community Association reserves the right to deny access to Fisher Island property based on the results of a criminal background check.
- 3. 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.
- 4. 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.

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

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

• A signed Use of Commercial Ferry form.



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:	Last:	599		
[Print Name]		[Telephone Number]		
[Company Name]				
Public Safety Department November 4, 2020				

Uploading Employees:

☐ At the bottom of the page you will see;

Employee Actions	Last Name	First Name	PDF of Employee Identification	PDF of Acknowledgement Form	PDF of Use of Barge Form	Approved?		
New								
[Click '	'New" the	n enter the "Last Name/	Company in one line and	d first name in			
			n click "Update".	1 3				
Ţ	☐ You w	ill repeat t	he same for each addition	onal employee.				

Criminal background reviews:

- ☐ A criminal background review will be conducted on each person who registers for the project, so those with questionable backgrounds results will be prevented from entering Fisher Island property.
 - Contractor background review statistics to date:

Crime	Charge	Disposition	Total
Aggravated Battery	Felony	Conv/Sent	3
Accessory to murder after the fact	Felony	ADJ/Guilty	1
Aggravated Stalking	Felony	Conv/Sent	1
Armed Sexual Battery	Felony	Conv/Sent	1
Assault/Agg/Firearm	Felony	Conv/Sent	4
Attempted Manslaughter	Felony	Conv/Sent	1
Attempted Murder 1st degree	Felony	Conv/Sent	1
Battery/Agg/Bodily harm	Felony	Conv/Sent	3
Battery/Pol/W/Firearm	Felony	Conv/Sent	1
Burlary/Occ/Dwelling	Felony	Conv/Sent	1
Burlary/Structure/Conveyance	Felony	Conv/Sent	4
Burlary 2nd degree	Felony	Conv/Sent	3
Burlary/Unocc/Dwelling	Felony	Conv/Sent	19
Cocaine/Pos/W/Int	Felony	Conv/Sent	19
Conterfieting/Money Laundering	Felony	Conv/Sent	1
Criminal Mischief 1000 +	Felony	Conv/Sent	3
Escaped Fugative	Felony	Conv/Sent	1
Child abuse	Felony	Conv/Sent	1
Criminal Mischief 200-1000 +	Felony	Conv/Sent	3
Identity Theft	Felony	Reported by CBP	1
Felony Battery	Felony	Conv/Sent	2
Grand Theft Fire Arm	Felony	Conv/Sent	1
Grand theft 2nd degree	Felony	Conv/Sent	3
Grand theft 3rd degree	Felony	Conv/Sent	55
L&L Assualt on a child	Felony	Conv/Sent	2
Murder 1st degree/reduce to comsperacy to commit	Felony	Conv/Sent	2
Murder 1st degree/Premeditated or attempted	Felony	Conv/Sent	2
Murder 2nd degree	Felony	Conv/Sent	3
Murder 3rd degree/arson	Felony	Conv/Sent	1
Petty theft/Felony	Felony	Conv/Sent	2
Robbery/Armed/Weapon	Felony	Conv/Sent	11
Sexual Offender/Registered	Felony	Conv/Sent	10
Child Molestation	Felony	Conv/Sent	2
Srong armed robbery/Masked	Felony	Conv/Sent	1
Trafficing illegal drugs	Felony	Conv/Sent	3
Possession of Marijuana <2000LBS > 50LBS	Felony	Conv/Sent	1
Murder 2nd degree	Felony	Conv/Sent	1
Sexual Offender/Un Registered			
2nd Degree Murder/Probation 6/1/13 added 7/25/16	Felony	Conv/Sent	1
TOTAL FELONY CONVICTIONS			174

so er	ll of these reviews being conducted can be time consuming, and at times may cause ome unplanned delays but when complete, we feel that we've done our very best to asure residents and the island as a whole are as protected from liability as well as being afe.
entering l	f when an employee background check provides results that prohibit him/her from Fisher Island property, the registrar will be notified by email stating that the individual be granted access to Fisher Island as a result of his/her background check results. • There may be times when a social security number will be requested as a result of several individuals of the same name and date of birth with questionable backgrounds, in order to possibly eliminate the person.
Registra	tion documentation approval
ar re	nce all documentation is approved, an email will be sent advising the registrar of their opproval at which time they will receive an email stating the same, and will advise the gistrar to send all registered employees to Public Safety in order to receive a contractor entification badge to be worn at all times while on Fisher Island.
Contract	cor/employee clearances:
	ontractor and/or employees will not be granted access until their registration is
	omplete.
	o not submit a clearance for, or advise a contractor and/or their employees to arrive to
	sher Island anticipating approval, approval from Public Safety must be received first.
	through repeated attempts to clear unregistered personnel, it is determined to be
	onsidered fraudulent clearing, the responsible party is subject to having his/her clearance rivileges either suspended or revoked.