

## **The Sands of Marco Contractor Policies**

1. Working Hours are Monday through Saturday, 8 am to 5 pm. No work is to be done on holidays or Sunday's except in an emergency or with The Sands Property Manager's approval.
2. Contractors must ensure that The Sands Property Manager is provided up to date license and insurance information for themselves and any Sub-Contractors who will be on site and must complete the Indemnification Agreement.
3. Prior to commencing work, all Contractors are required to provide a Certificate of Insurance evidencing current insurance coverage as follows: \$1,000,000 public liability insurance, a minimum of \$500,000 worker's compensation insurance, and a minimum of \$300,000 automotive liability insurance.
4. Contractors and Sub-Contractors are responsible for obtaining permits and inspections from the City of Marco Island.
5. The General Contractor should notify the office at the start of any project, evidencing all permits for themselves and all Sub-Contractors.
6. **The General Contractor or primary Contractor will ensure that all Sub-Contractors are aware of and responsible for following these "Contractor Policies".**
7. Any floor installation that involves hard surface flooring materials (Tile, Marble, Wood, Luxury Vinyl, other Hard Composites) requires the installation of an approved underlayment material and perimeter sound isolation material. Inspection of this underlayment must be coordinated with The Sands Property Manager, to have The Sands Property Manager inspect the underlayment prior to proceeding with the installation of the final flooring product (excluding carpeting).
8. Should any Owner, Contractor, Sub-Contractor or Inspector discover a defect in a unit, they must notify the Property Manager before proceeding, so the defect can be verified and corrected prior to continuing with any work that could impact or be impacted by the defect.
9. Vehicles should not be backed into parking spaces.
10. The Sands luggage carts and shopping baskets should not be used by Contractors.
11. Walkways must be left free of debris and building materials.
12. There must not be any washing of paints, grout, plaster, concrete, etc. in sinks, toilets, bathtubs, showers, or drains in The Sands units or on The Sands property. Contractors should supply their own pails for washing such items.
13. Contractors must remove all waste and excess materials from The Sands property. Use of The Sands dumpsters is not permitted for Contractor and construction waste.
14. Use/placement of dumpsters on The Sands property must be approved by The Sands Property Manager.
15. Proper attire in common areas (shoes, shirts, etc.) is required at all times.
16. **Contractors must take responsible actions to minimize noise and impact on neighbors. These actions include:**
  - **Keep unit doors closed. Unit entry doors are to be closed once a unit is entered or exited.**

- **All materials shall be cut inside the unit, on the lanai, or ground level designated areas. No storage, sawing, or staging may occur in common areas except with prior authorization from the Property Manager.**
  - **Where present, storm shutters should be lowered to minimize noise pollution into the courtyard/pool area.**
  - **Place cardboard or other sound deadening materials on the floor of the unit or lanai when cutting tile or other materials.**
  - **Contractors must clean any dust, residue, or waste in common areas. Failure to do so will result in a charge back to Contractors, or potentially Unit Owners.**
  - **Contractors should use drop clothes or other protective coverings where common areas could be damaged.**
  - **Materials should not be dumped over railings into dumpsters, trucks or bins.**
  - **Music or radio should not be at a volume that it can be heard from outside the unit.**
17. Contractors shall pad elevators when moving large items in and out of the elevator. Elevator pads can be provided by The Sands office with proper notification.
- Contractors and Sub-Contractors must abide by weight limits in the elevators.
18. Contractors must not smoke or Vape on the premises.
19. If any work is done on A/C units on the roof, plywood should be placed underneath the equipment, the stand, and work areas, to ensure that there is no damage to the roof surface.
20. If a Contractor damages, or sets off smoke or fire alarms, they must notify The Sands Property Manager immediately.

**The Sands of Marco Board of Directors requires each Contractor and Sub-Contractor doing work at the condominium complex to sign this Contractor Policies agreement. No work is to be done in any unit until it is signed, and on file with the Property Manager. The Board also requires each Contractor and Sub-Contractor doing work in a building to provide acceptable insurance certificates for all insurance requirements stated in the agreement, along with a license certificate and the Indemnification Agreement. No work may be commenced until these requirements have been satisfied.**

I/We, being a duly authorized agent of the company below, agree to abide by the above and all rules and regulations governing conduct and construction while working at The Sands of Marco Condominium complex.

Company Name [Print] \_\_\_\_\_  
 License # \_\_\_\_\_  
 Agent's Name [Print] \_\_\_\_\_ Capacity \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Phone/Text \_\_\_\_\_  
 E-mail \_\_\_\_\_

## Contractor / Sub-Contractor Information Sheet

The Sands Unit Number \_\_\_\_\_

**Contractor/Installer:**

Scope of Work \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Text \_\_\_\_\_ Contractor's License # \_\_\_\_\_

E-mail \_\_\_\_\_

**Sub-Contractor(s):**

Scope of Work \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Text \_\_\_\_\_ Contractor's License # \_\_\_\_\_

E-mail \_\_\_\_\_

**Sub-Contractor(s):**

Scope of Work \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Text \_\_\_\_\_ Contractor's License # \_\_\_\_\_

E-mail \_\_\_\_\_

**Sub-Contractor(s):**

Scope of Work \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Text \_\_\_\_\_ Contractor's License # \_\_\_\_\_

E-mail \_\_\_\_\_

**Sub-Contractor(s):**

Scope of Work \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Text \_\_\_\_\_ Contractor's License# \_\_\_\_\_

E-mail \_\_\_\_\_

**Contractor  
Indemnification Agreement**

**This Agreement** is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ (hereafter CONTRACTOR).

**Whereas**, CONTRACTOR is doing business in **The Sands Unit Number** \_\_\_\_\_.

**Whereas**, CONTRACTOR desires to conduct work at The Sands of Marco Condominium located on Marco Island, Florida, and in connection therewith has agreed to indemnify The Sands of Marco Condominium, Inc., from any and all liability associated with said work.

**Now therefore**, in consideration of \$1.00 and other good and valuable consideration, the sufficiency of which is hereby acknowledged, it is agreed as follows:

CONTRACTOR does hereby indemnify The Sands of Marco Condominium, Inc., a Florida not for profit corporation, it successors and/or assigns, directors, officers, employees, agents, and individual members, and hold them harmless, and otherwise remise, release, acquire, satisfy, and forever discharge them from all manner of action and actions, cause and causes of action, suits, sums of money, damages, judgments, executions, claims, and demands whatsoever, in law or in equity, for, upon or by request of any matter, cause or thing whatsoever, pertaining to or otherwise arising out of the provision by CONTRACTOR, its agents, successors, and or assigns, of any labor and/or materials to any individual unit and/or the limited and/or common elements of The Sands of Marco Condominium, said Indemnification, Release, and Hold Harmless to include, but not be limited to, attorney's fees in any manner incurred in connection with this agreement, including those that may be incurred on appeal.

Contractor Name [Print] \_\_\_\_\_

Capacity/Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_