

*La Gorce Palace Condominium  
Association*

6301 Collins Avenue  
Miami Beach, FL 33141  
Ph: (305) 867-1665 Fax: (305) 865-0857  
[Lagorcepalace@lagorcepalacecondo.com](mailto:Lagorcepalace@lagorcepalacecondo.com)  
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**CONTRACTORS  
PACKAGE**

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**Contractors Package Checklist**

Unit Number \_\_\_\_\_ Project Dates \_\_\_\_\_  
Owner Name \_\_\_\_\_ Sub-Contractor \_\_\_\_\_  
Contractor \_\_\_\_\_ Sub-Contractor \_\_\_\_\_

<b>Contractor’s Package Sections</b>	
(ALL sections must be completed unless they do not fit the scope of work)	
<ul style="list-style-type: none"> <li>○ Contractor’s Information</li> <li>○ Owner’s Authorization</li> <li>○ General Requirements for Construction and/or Maintenance Work</li> </ul>	<ul style="list-style-type: none"> <li>○ Contractor’s Insurance/License Requirements</li> <li>○ Approval for Hard/Tile Flooring and Insulation (if applicable)</li> <li>○ Release, Indemnification, and Hold Harmless Agreement (<i>Notarized</i>)</li> </ul>

<b>Contractor Requirements</b>	
(All documents are required, must meet La Gorce Palace requirements, and be submitted to/approved by the office to receive Association approval)	
<p><b><u>General Contractor:</u></b></p> <ul style="list-style-type: none"> <li>○ Occupational License</li> <li>○ Workman’s Comp or Exemption</li> <li>○ Certificate of Liability Insurance</li> <li>○ Employee Roster</li> <li>○ Plans/Design (if applicable)</li> <li>○ Permit # _____ (if applicable)</li> <li>○ \$500 Security Deposit</li> <li>○ CH#: _____</li> <li>○ Elevator Reservation (and Fees)</li> </ul>	<p><b><u>Sub-Contractors:</u></b></p> <ul style="list-style-type: none"> <li>○ Occupational License</li> <li>○ Workman’s Comp or Exemption</li> <li>○ Certificate of Liability Insurance</li> <li>○ Employee Roster</li> <li>○ Permit # _____ (if applicable)</li> <li>○ \$500 Security Deposit</li> <li>○ CH#: _____</li> </ul>

*\*\*Security Deposits must be cashiers checks or money orders and made out to La Gorce Palace, Personal Checks will NOT be accepted\*\**

**ASSOCIATION APPROVAL WILL NOT BE ISSUED UNTIL ALL AFOREMENTIONED DOCUMENTS HAVE BEEN RECEIVED AND APPROVED**

Unit Owner Initials: \_\_\_\_\_ Contractor Initials: \_\_\_\_\_

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## Contractor Information

Date: \_\_\_\_\_

Company: \_\_\_\_\_

General Contractor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Company/Contact Email: \_\_\_\_\_

Projected Project Dates: \_\_\_\_\_

TYPE OF MODIFICATION BEING REQUESTED (Please describe in detail):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_  
**Contractor's Signature**

X \_\_\_\_\_ Date: \_\_\_\_\_  
**Unit Owner's Signature**

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**Owner's Authorization**

Date: \_\_\_\_\_

Unit: \_\_\_\_\_

Unit Owners Name: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Work/Cell: \_\_\_\_\_

Email: \_\_\_\_\_

TYPE OF MODIFICATION BEING REQUESTED (Please describe in detail):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architects plans and drawings must be attached before application will be considered. Copies of Contactor's current certificate of insurance, license, and building permits from the City of Miami Beach must be attached for final approval from the Association.

I/we hereby make application LA GORCE PALACE CONDOMINIUM ASSOCIATION, INC. for the above-described item to be approved in writing. I/ we understand and acknowledge that approval of this request must be granted before work on the modification may commence and that if modification/ installation is done without the approval of the Association, the Association may force the removal of the modification / installation and subsequent restoration to original form at my expense.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Unit Owner's Signature

**This Section for Office Use Only**

APPLICATION APPROVED \_\_\_\_\_

APPLICATION DENIED \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

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## **General Requirements for All Construction and or Maintenance Work**

### **1. Hours of Work**

Monday – Friday from 9:00am – 5:00pm

Work is NOT PERMITTED on Saturday, Sunday, and Holidays

### **2. Contractor Requirements**

All work must be performed by licensed and insured contractors and sub-contractors. Contractors must submit all their documentation (must meet the requirements of La Gorce Palace), Contractor’s Package, and receive Association Approval prior to the commencement of work within a unit.

### **3. Common Areas (Hallways, Balconies, and Parking Garage)**

WORKING WITHIN COMMON AREAS IS NOT PERMITTED: This includes cutting of moldings, carpeting, etc. and work on balconies (cutting of tile must be done inside the unit).

Floor Protection Common Areas: from elevator to unit door, floor must be protected with Masonite board (no plastic or paper), **and protection is to be placed upon arrival at the unit and removed before the end of the workday.**

### **4. Parking**

Contractors are NOT allowed to park in the building. They must park outside the building if parking is available. Must check in front desk

Contractors will off-load working materials and equipment at the first-floor garage. All materials and equipment must be transported to the unit immediately you will have 30 minutes to off-load.

Any contractor vehicle left for longer than 30 minutes will be booted/towed immediately and without notice.

### **5. Permits**

La Gorce Palace requires a copy of City of Miami Beach Permits prior to the commencement of work within a unit. Permits must be APPROVED (the ASSOCIATION WILL NOT ACCEPT ANY OTHER TYPE OF PERMIT SUBMISSION)

Please reference the City of Miami Beach website to determine if your scope of work requires city permits.

Unit Owner Initials: \_\_\_\_\_ Contractor Initials: \_\_\_\_\_

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### **6. Material/Equipment Deliveries**

Material/equipment deliveries shall be made through the Garage (located on the Northern side of the building). Material/equipment deliveries hours are Monday – Friday from 9:00am – 5:00pm. Please see section 7. Elevator Scheduling for scheduling procedure.

Contractors must provide hand trucks and small dollies for movement of materials. It is your responsibility to observe the weight and size restrictions of elevators, as any unnecessary shutdown will delay the progress of you and of other workers in the building and subject the Unit Owner to additional expenses in the event of damage.

### **7. Elevator Scheduling**

All elevator use for project related matters (flooring material, furniture, over-sized items), other than daily contractor traffic, will require an the completion of an Elevator Reservation Form at least 48 hours prior to elevator use. Please contact the Management office to arrange for these deliveries. **It is recommended that all designers and contractors coordinate and schedule deliveries carefully and communicate scheduling with ample time to avoid delays with the building Management.**

### **8. Balconies**

**NO TILE INSTALLATION ALLOWED IN BALCONIES. NO EXCEPTIONS!**

### **9. Flooring Installation**

Soundproof sample and specs are required along with the rest of the documents. Once approved soundproof has been installed. Please contact the association to conduct soundproof inspection. Do not install tile and or flooring until after such inspection.

### **10. Removal of Debris**

All contractors are responsible for removal of all debris from the common area on a daily basis. Any contractors found dumping or leaving debris in common areas will subject the Unit Owner to charges for removal and a \$100.00 fine. The offending contractor will be denied future access to the building until Management receives a second deposit, as the first deposit will be forfeited by the infraction.

**DUMPING DEBRIS DOWN PLUMBING LINES IS PROHIBITED AND TRASH CHUTES ANY DAMAGE CAUSED BY SUCH ACTION WILL RESULT IN A CHARGE TO THE OWNER.** Most high-rises experience extensive plumbing pipe damage caused by grout, drywall mud, paint products, wallpaper glue and dirt that is disposed of improperly by construction workers. The offending contractor will be denied future access to the building until Management receives a second deposit as the first deposit will be forfeited by the infraction.

**THE UNIT'S TRASH CHUTE IS NOT TO BE USED BY CONTRACTORS.** Any infraction of this rule will result in the loss of the deposit and a second deposit will be required in the event of an infraction of this rule

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**If you have any questions regarding any of the procedural information given in these guidelines, please contact the Management Office for clarification at: [Lagorcepalace@lagorcepalacecondo.com](mailto:Lagorcepalace@lagorcepalacecondo.com)**

**Please do not:** Begin working or delivery materials without the required documentation, approval, and authorization.

**Please do not:** Expect special consideration for untimely or inappropriate request.

**Please do not:** Begin work on the property without maintaining proper conduct and strict observance of all procedural requirements and time frames.

**Please do not:** Solicit or distribute advertising or promotional material on the property.

**Please do not:** Give a access to your unit without prior submittal of these documents to the Management Office.

I, \_\_\_\_\_, Owner of Unit \_\_\_\_\_, acknowledge receipt of these procedures and will ensure that my contractor and I abide by them.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor's Signature

X \_\_\_\_\_ Date: \_\_\_\_\_  
Unit Owner's Signature

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## **CONTRACTORS INSURANCE/LICENSE REQUIREMENTS**

To protect yourself and La Gorce Palace Condominium, Inc. from exposure, all contractors doing work in your apartments must be licensed and insured.

Insurance certificate and company business license are required for all entities that will be part of the project, and insurance exemptions for individuals, unless they will be working under your insurance, if so, they need to be listed in your certificate. Please reference the unit number when sending the certificate.

**A copy of each of the following must be on file with Management Office, prior to the contractor commencing work:**

1. Current Certificate of Insurance
  - General Liability Insurance with limits of at least \$1,000,000
  - La Gorce Palace Condominium, Inc. as an additional name insured.
  - Insurance Certificate holder should read as follows:  
La Gorce Palace Condominium  
6301 Collins Avenue  
Miami Beach, Florida
2. Current Certificate Applicable Worker’s Compensation.
  - If your business has no WC policy, personal “Workers Compensation Exception Certificates” have to be provided for each employee who will be working in the project/performing the scope of work.
3. License issued by State of Florida

All required permits must be submitted to the Management Office and posted prior to commencement work.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor’s Signature

X \_\_\_\_\_ Date: \_\_\_\_\_  
Unit Owner’s Signature



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**APPROVAL FOR HARD / TILE FLOORING  
AND INSULATION**

Unit Owner's Name: \_\_\_\_\_

Unit Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Floor Installing Company: \_\_\_\_\_ Plumber: \_\_\_\_\_

Designer/Contact Name: \_\_\_\_\_

Designer/Contact Telephone #: \_\_\_\_\_

Soundproof/Underlayment: \_\_\_\_\_

STC RATING: \_\_\_\_\_ IIC RATING: \_\_\_\_\_  
(STC & II rating must be supported with documented data on sound testing)

**Area/Location where floor will be installed: Square footage and tile description:**

Bedroom: \_\_\_\_\_ sq ft. Den: \_\_\_\_\_ sq ft.

Kitchen: \_\_\_\_\_ sq ft. Foyer: \_\_\_\_\_ sq ft.

Dining Room: \_\_\_\_\_ sq ft. Living Room: \_\_\_\_\_ sq ft.

Terrace: \_\_\_\_\_ sq ft.

I hereby agree to have the contractor submit an affidavit at the completion of the job attesting to the fact that proper soundproofing has been installed.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor's Signature

X \_\_\_\_\_ Date: \_\_\_\_\_  
Unit Owner's Signature

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**RELEASE, INDEMNIFICATION AND HOLD  
HARMLESS AGREEMENT**

This Release, Indemnification and Hold Harmless Agreement (Release) is

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the undersigned

Owner (s) or Lessee (s) of Unit \_\_\_\_\_ located in La Gorce Palace Condominium,  
Inc.

Whereas, the Association will permit the undersigned to engage contractors and vendors (including all those working by, through, or under them, the "Personnel") to perform work within the undersigned's Unit subject to the terms and conditions set forth hereinafter. The contractor must submit a current certificate of insurance for general liability insurance with limits of at least \$1,000,000 and La Gorce Palace Condominium, Inc., mc, as an additional name insured; a current certificate of applicable Workers Compensation Insurance will be required; a copy of applicable licenses and required permits.

Now, therefore, in consideration for being permitted the benefit of allowing the Personnel to perform Work within the undersigned's Unit and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the undersigned specifically agree to the following:

1. The above recitals are true and correct and are incorporated herein by reference
2. The undersigned acknowledges that the work performed by such Personnel within their Unit shall be at the undersigned's sole risk and the Association shall not have any responsibilities or liability for the work performed by such personnel and further acknowledges and agrees that the Association has made no representations regarding the Personnel's ability or qualifications to perform the work.
3. The undersigned acknowledges that the work performed by such contractor or vendor within their Unit shall be at the undersigned's sole risk and the Association shall not have any responsibilities or liability for the work performed by such contractor or vendor and further acknowledges that the Association has made no representations regarding the contractor or vendor's ability or qualifications to perform the work.
4. The undersigned (jointly and severally of more than one) hereby release, indemnify and hold harmless the Association and its directors, officers, agents and employees,

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lessees, guest and invites and all members of the Association from and against all claims, damages, losses and expenses including attorney’s fees, at both the trial and appellate level, arising out of or resulting from the contractor or vendor’s entry to the undersigned’s Unit and the work performed by, through or under them. This indemnification shall extend to all claims and damages, including consequential damages, losses and expenses attributable to bodily injury, death and to damages, theft or injury to and destruction of real or personal property including loss of use resulting therefore arising out of or resulting from the work performed by the contractor or vendor and entry into the undersigned’s Unit.

5. We have read this Release and understand and agree to all of its terms. We execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, The undersigned have executed this Release the day and year set forth above.

Witnesses: \_\_\_\_\_ Owners/Lessees: \_\_\_\_\_

STATE OF FLORIDA  
(COUNTY OF MIAMI DADE)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_ He /  
She/ They (who is/are personally known to me) / (who has /have produced  
\_\_\_\_\_ as identification) and (did)/(did not) take an oath.

Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_