



## CONTRACTOR AND VENDOR RULES

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All contractors and vendors working in Tampa City Center must abide by the following rules. General Contractors are responsible for informing all subcontractors of the rules and regulations herein.

- 1) For any type of construction work a Notice of Commencement must be signed and pertinent permits obtained.
- 2) All contractors must follow the latest OSHA guidelines for Electrical safety 1910 29 in addition sub-part F and S that now incorporates NFPA 70 E Arc Flash procedures and permits for Energized Electrical work when working on, near or around live electrical circuits or equipment.
- 3) All contractors and vendors are responsible for removal of all trash and debris. A truck must be brought in to remove all waste. ***The building dumpsters and compactor are not for construction waste or furniture moving boxes and are not to be used.***
- 4) Any contractor and vendor that needs to be on the property or in the building after or before hours, even if they began performing the work during regular office hours, must pre-arrange access to the building with the Management Office.
- 5) There will not be any loitering allowed in the lobby areas or around occupied tenant space.
- 6) Smoking is not allowed *anywhere* in the building.
- 7) Schedule any work that requires access of spaces other than the one you are working in with the Management Office.
- 8) Notify the Management Office when using chemicals or paints that have a strong odor so special ventilation or after-hours scheduling may be arranged.
- 9) Notify the Management Office of any activity that may set off smoke detectors such as heavy dust being produced or torch work.
- 10) Notify the Management Office before performing loud construction activities such as hammering or drilling.
- 11) Twenty-four (24) hour notice is required for fire alarm testing.
- 12) Twenty-four (24) hour notice is required before closing ceilings to allow for engineer's mechanical and electrical inspection.

## LOADING DOCK ACCESS RULES

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The loading dock and freight elevator are available on a first-come basis between the hours of 5:30am through 5:30pm, Monday through Friday *for deliveries of less than 30 minutes only*. There is a Security Guard on duty in the loading dock weekdays from 5:30am through 5:30pm coordinating dock activities. From 5:30pm through 10:00pm Monday through Friday, the building's cleaning contractor has exclusive use of the freight elevator and loading dock. Therefore, deliveries or contractor requirements expected to last more than thirty minutes must be scheduled with the Management Office between the hours of 10:00pm through 8:00am on weekdays or at any time during the weekend.



## CONTRACTOR AND VENDOR RULES (CONTINUED)

For after-hours deliveries a security guard may need to be scheduled to guard the loading dock area (e.g., during a move). If the delivery truck is less than forty-five (45) feet in length, the loading dock door can be closed behind the truck and no guard will be necessary.

### **SUMMARY OF LOADING DOCK ACCESS**

TIME OF DAY	ACCESS	DOCK GUARD ON DUTY?
⇒ 5:30am-5:30pm M-F	⇒ 30-minute max, first come basis	⇒ Yes, 5:30am-5:30pm, M-F
⇒ 5:30pm-10:00pm, M-F	⇒ No Access	⇒ No
⇒ 10:00pm-8:00am, M-F	⇒ Scheduled Access through Management Office	⇒ Part of this time: from 5:30am-8:00am, M-F
⇒ Weekends	⇒ Scheduled Access through Management Office	⇒ No

**Please note:** Major projects requiring the use of the loading dock and the large freight elevator *should be scheduled as far in advance of the event as possible*. This is to ensure that you have all contractor responsibilities handled, security guard arrangements confirmed and your use of the loading dock and freight elevator confirmed through the Management Office.

## VENDOR INSURANCE CERTIFICATE GUIDELINES

All contractors and vendors are responsible for submitting a Certificate of Insurance prior to using the dock facilities or performing work at Tampa City Center. The certificate must: 1) indicate that insurance coverage is currently in force, 2) meet the minimum insurance requirements established by the ownership of Tampa City Center and 3) be properly worded to indemnify the ownership of the building. If the insurance provider has any questions, please have them call the Management Office at 223-5008.

The insurance coverage and wording requirements are summarized below and relate to the industry-standard Accord Forms evidencing insurance coverage. Every certificate of insurance submitted to our office *must* contain the following information:

- 1) **Issue Date:** (Top right of form) The date your Insurance Provider issued this certificate for your firm.



## **VENDOR INSURANCE CERTIFICATE GUIDELINES (CONTINUED)**

- 2) **Producer:** Your Insurance Agent or Broker.
- 3) **Companies Affording Coverage:** A listing of each insurance carrier who is providing the various types of insurance coverage that you carry.
- 4) **Insured:** Your exact company name and address (the one you use when invoicing our company).
- 5) **Insurance Coverage:** Tampa City Center Manager shall require that all contractors have insurance coverage at the contractors expense, in the following minimum amounts:
  - (a) Commercial General Liability –  
\$2,000,000 Combined Single Limit Including:  
  
Contractual Liability  
Broad Form Property Damage  
Explosion, Collapse and Underground Property damage (as necessary)
  - (b) Commercial Automobile Liability –  
\$2,000,000. Combined Single Limit including:  
  
Owned Vehicles  
Hired Vehicles  
Non-Owned Vehicles
  - (c) Worker’s Compensation – as required by applicable law  
Employer’s Liability -- \$1,000,000.
  - (d) Umbrella Liability -- \$5,000,000.
- 6) **Description of Operations:** *You must word this section as follows:*  
**Mainstreet Real Estate Services, and One Tampa City Center, LLC are additionally insured.**



## **VENDOR INSURANCE CERTIFICATE GUIDELINES (CONTINUED)**

7) **Certificate Holder:** This **must** read as follows:

Sandra J. Ballestra, General Manager  
One Tampa City Center, Suite 1890  
201 N. Franklin Street  
Tampa, FL 33602

8) **Cancellation:** Thirty- (30) days notice is the minimum notice allowable by our firm.

9) **Authorized Representative:** Certificate must be signed by Underwriter, Agent or your Insurance Company's Broker.