

**Sorrento at The Colony**  
**Condominium Association, Inc.**  
23650 Via Veneto #104  
Estero, FL 34134

**Vendor Requirements**

1. You can start work as early as 8:00 AM and must be cleaned up and signed out of the building by 4:00 PM, Monday through Friday (except for certain holidays). If you have a question about whether work is allowed on certain holidays call the office at 239-949-8508 ahead of time to verify.
2. Vendor/Contractor parking is on the North side of the building.
3. The contractor and all sub-contractors must have an occupational license in Lee County and must submit proof of same for the Resident Manager's file.
4. Prior to authorization for access, the contract and all sub-contractors must produce from their insurance carrier a Certificate of Insurance of general liability of no less than \$250,000 per occurrence and no less than \$500,000 aggregate and provide proof of Worker's Compensation coverage for the Resident Manager's file. Sorrento at the Colony must be named as Certificate Holder on Insurance Certificate.
5. All contractors and their employees will only enter the building through the service entrance. They must sign in when entering and sign out at the completion of the day when exiting the building with the Resident Manager's office.
6. Smoking on the Sorrento at The Colony property is not permitted.
7. Restrooms are located on the lobby floor (same floor as office). Contractors are not to use the restrooms in the units which they are working unless they have owners' permission.