



OCEAN REEF PUBLIC SAFETY

WELCOME CENTER

BUSINESS REQUIREMENTS FOR

VENDORS AND DELIVERY COMPANIES

The Package includes:

- Insurance Requirement for Vendors and Delivery Companies
- Procedure to obtain an ORCA ID card
- Procedure to obtain a Temporary Delivery Day Pass
- Prices
- Contact Information
- Code of Conduct while on Ocean Reef property
- Company Contact Information

Effective: January 1 2025.

OCEA REEF PUBLIC SAFETY  
WELCOME CENTER

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24 Dockside Lane, PMB 505 Key Largo, FL 33037 Phone (305) 367-4418 Welcomecenter@orcareef.com

**DATE: January 1, 2025.**

**TO: Vendors & Delivery Companies**

**From: Welcome Center@ Ocean Reef Community Association**

**RE: Vendor ID Cards**

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All vendors and delivery companies are required to provide the following insurance to the Welcome Center in order to gain access to Ocean Reef.

1. **Liability Insurance or Automobile Insurance** in the amount of **\$1,000,000**. The insurance form must list the following on the certificate holder:
  - Ocean Reef Community Association**
  - Attn: Welcome Center**
  - 24 Dockside Lane, Box 505**
  - Key Largo, FL 33037**
  - Waivers to the insurance requirements may be granted on a case-by-case basis. A written request must be submitted to Ocean Reef Community Association for consideration.
2. Additional requirement for a fuel truck is that they must have spill containment equipment available on the delivery truck.
3. There are no business fees for any company that is designated as a vendor or a delivery company.
4. Any company that works as a DBA is to ensure that the register company's name appears on the Certificate Holder.

Once the insurance are submitted to the Welcome Center, the following procedure will be followed:

All vendors and delivery drivers will be required to obtain an ORCA ID card to access the property regardless of who the delivery is for:

- Any individual who is entering the property and is representing a Vendor or Delivery Company will be required to have a background check. The background check will consist of a nationwide criminal and federal check and also a check of the driver's license.
- The cost of obtaining an ORCA ID card for Vendors and Delivery Drivers will be \$55.00 for a new *card* and \$45.00 annually to renew the card.
- All drivers that currently have a Vendor ID *card* will continue to use their card to gain access to the property until the expiration date of the card. At that time the driver will be required to complete the background check and pay the cost of \$45.00 for the renewal.
- A partial background check will still be conducted on a delivery day pass to include criminal background check for the past 5 years and a check of the Florida Sexual Registry will also be completed.
- Ocean Reef Community Association will provide a temporary delivery day pass pending the results of the background check to all vendors and drivers at no charge. The temporary day pass will be valid until the background check is completed and approved.
- Any vendor or delivery company who chooses not to comply with the above-mentioned requirements will have their ORCA ID cards suspended and the driver must request a delivery day pass at the cost of \$15.00 per day per visit.

**Prices:**

New Vendor Employee I.D. Card	\$55.00
Out of State Driver's License check	\$35.00
<b>(This charge will be added to the cost of a new or renewal I.D. card for anyone applying with an out of state driver's license or ID card.)</b>	
I.D. Card Yearly Renewal	\$45.00
Lost I.D. Card	\$30.00
Vendor/Delivery Temporary Day Pass	\$15.00

**Contact Information**

Ocean Reef Community Association  
Attn: Welcome Center  
24 Dockside Lane Box 505  
Key Largo, Florida 33037  
Phone: (305) 367-4418

Email Address: [Welcomecenter@orcareef.com](mailto:Welcomecenter@orcareef.com)

OCEAN REEF COMMUNITY ASSOCIATION  
Code of Conduct while on Ocean Reef Property

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1. Sleeveless Shirts are not authorized when entering Ocean Reef Community Association.
2. The following hours are the only hours authorized for deliveries:

In-Season:        November 1 - May 14  
                         Monday - Friday 5:00am - 6:00pm

No deliveries will be authorized for Saturdays unless the delivery is for Ocean Reef Club or one of the stores located in the Fishing Village or Plaza Building.

**Homeowners must receive authorization by ORCA to receive deliveries on Saturdays.**

Special time zones have been set up for deliveries of the newspaper and medical pick'Up at the Medical Center.

Off-Season        May 15 - October 31  
                         Monday - Saturday 5:00am - 6:00pm

No deliveries are authorized for Sundays unless the delivery is for Ocean Reef Club or one of the stores located in the Fishing Village or Plaza Building.

3. Everyone entering the property must have an ORCA ID card or a Vendor/Delivery Temporary Day Pass obtained at the Welcome Center.
4. Per ORCA, no loud radios are authorized while on property.
5. Per ORCA, no vehicle may park in the street for deliveries.
6. Authorized speed limit on Ocean Reef is 25mph, except in designated areas which the speed limit is 15 mph. Any vehicle caught over the authorized speed limit will receive a ticket.
7. **Per ORCA, no company or individual may solicit business on Ocean Reef property.**
8. All Vendors and Delivery Companies will be responsible to assure that the following documents are updated and current at the Welcome Center:
  - Insurance (Liability and Auto Insurance).
  - Current employee roster and company contact list.

**ANY VIOLATIONS OF THESE RULES MAY RESULT IN A TEMPORARY SUSPENSION  
FOR THE DAY AND CONTINUOUS VIOLATIONS MAY RESULT IN A  
PERMANENT SUSPENSION OF THE COMPANY**

OCEAN REEF PUBLIC SAFETY

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COMPANY CONTACT INFORMATION

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COMPANY NAME: \_\_\_\_\_

\*COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ .ZIP: \_\_\_\_\_

\*MAILING ADDRESS...: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OFFICE PHONE: ( ) FAX PHONE: ( )

COMPANY E-MAIL ADDRESS: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

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SUPERVISORS INFORMATION

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SUPERVISOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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EMERGENCY CONTACT INFORMATION

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FULL NAME: \_\_\_\_\_  
LAST FIRST M.I.

ADDRESS: \_\_\_\_\_  
STREET ADDRESS (APT. # or SUITE)

\_\_\_\_\_ CITY STATE ZIP CODE

PRIMARY PHONE: ( ) ALTERNATIVE PHONE: ( )