

WEST COAST TURN KEY

Design * Manage * Build

Replace Aman with back office coordinator/PM
Subtrade Engagement Process:

1. Aman and Project Manager/Site Super (PM)(SS) on site to source various subtrades for a specific project
2. Drawings and any other pertinent info sent to potential sub-contractor
3. These trades, when necessary, will come to site to take measurements, inspect etc. and then create their quote.
4. Subtrades then email an estimate/quote(s) encompassing the scope of work to be performed along with all other details required.
5. These quotes are reviewed by Aman/(PM)(SS) and a decision is made on which company to choose for a specific project **PM to make decision**
6. Once a sub trade has been chosen, our “Onboarding Subtrade Document Package” documents will be sent to the sub-contractor outlining which documents we require from the prospective sub-contractor and which documents will need to be signed (see below list for documents).
Note: PM/SS is responsible for monitoring the status and expiration dates of all relevant documents supplied by sub-contractors.
7. This package will include a DocuSign document with both the signed estimate/quote along with our CCA 1 form to be filled out by sub trade stipulating all conditions.
8. After that document has been completed, the documents are filed electronically in the corresponding job folder.
9. 30 days before work is to be commencing, the (PM)(SS) will email a “Site map and instructions” This Document will outline general site orientation, rules and guidelines. At this point Work Safe Clearance letter and liability insurance documents are rechecked and re requested if necessary.
10. No subtrade is to begin work without a signed estimate and CCA 1 form signed by both parties.
11. If the sub trade is a small operation and hesitate to sign the documents outlined above, we will make exceptions on a case-by-case basis approved by management. This document will be an adapted version that is more palatable to smaller/specialized sub trades.

Edit to subtrade form

By the approving manager



Documents required checklist:

1. E mail templates (5) for body of all emails throughout the engagement process outlining all documents required from a prospective sub-contractor. **(WCTK)**
2. Steps of subtrade engagement document for reference **(WCTK)**
3. WSBC Clearance Letter **(Sub-contractor)**
4. Proof of adequate liability insurance **(Sub-contractor)**
5. Signed subtrade estimate or quote on Subtrade letterhead combined with electronic CCA 1 contract document. Signed CCA 1 Stipulated price contract will outline 10% holdback, billing cycle, schedule, scope of work etc. **(WCTK/Sub-Contractor)**
6. Simplified document outlining billing cycle, 10% holdback, invoicing documentation expectations etc. **(WCTK)**
7. Site map, Company Code of Conduct and Site instructions emailed at 30 days out from subtrade commencing work by PM's or Site Super. **(WCTK)**

Edit anything that says CCA1 to subtrade vendor