

WEST COAST TURN KEY

Design * Manage * Build

Template 1: Request for Proposal (Initial reach out)

Subject: Invitation to Bid - [Project Name] - [Trade] - West Coast Turn Key

Dear [Subcontractor's Name],

I hope this email finds you well.

West Coast Turn Key is pleased to announce an opportunity for collaboration on our upcoming residential construction project, [Project Name]. After reviewing your portfolio in [specific trade], we believe that your expertise will align well with the requirements for this project.

Attached are the project documents, [detail what is included]. We invite you to submit a comprehensive proposal for [insert scope details of trade], ensuring that it includes a detailed budget and an estimated timeframe for on-site work.

Please feel free to reach out to our Project Manager [PM name, email, phone number] for any questions or concerns.

We look forward to the possibility of working together with you, and we appreciate your prompt attention to this matter. Kindly submit your proposal by [Proposal Submission Deadline].

Best Regards,

[Your Full Name]

[Your Title]

West Coast Turn Key

[Your Contact Information]



Phone call between email 1 and 2

Email Template 2: Reminder for Proposal Submission (2 weeks after)

Subject: Gentle Reminder: [Project Name] Proposal Submission - West Coast Turn Key

Dear [Subcontractor's Name],

I hope this email finds you well.

West Coast Turn Key would like to remind you about the upcoming deadline for submitting proposals for [Project Name] in the capacity of [Trade].

If you've already submitted your proposal, we sincerely thank you for your prompt response. If not, please ensure that your proposal reaches us by [Proposal Submission Deadline].

Feel free to reach out if you have any questions or require assistance. We look forward to receiving your proposal.

Best Regards,

[Your Full Name]

[Your Title]

West Coast Turn Key

[Your Contact Information]



Email Template 3: Proposal Review and Award (At cutoff date)

Subject: [Project Name] - Subcontractor Proposal Review - West Coast Turn Key

Dear [Subcontractor's Name],

I trust this email finds you well. West Coast Turn Key appreciates your participation in the proposal process for [Project Name] as [Trade]. Our team is diligently reviewing all submissions and will update you at our soonest.

Thank you for your interest in partnering with West Coast Turn Key on this project. We look forward to the potential collaboration.

Best Regards,

[Your Full Name]

[Your Title]

West Coast Turn Key

[Your Contact Information]



Email Template 4: Contract Award and Documentation

Subject: [Project Name] - [Trade] Subcontractor Agreement - West Coast Turn Key

Dear [Subcontractor's Name],

West Coast Turn Key is pleased to inform you that your proposal for the [Project Name], in the capacity of [Trade], has been selected. We believe your expertise will be a valuable addition to this project.

Please find the attached files for our onboarding package, which includes your proposal, our subtrade agreement, **key dates**, and our billing terms.

We will require your Worksafe BC clearance letter and proof of liability insurance, adding West Coast Turn Key as an additional insured, prior to arriving on site.

Kindly review, sign, and return the documents so we can officially onboard you to the project.

Your swift attention to this matter is greatly appreciated. We look forward to a successful collaboration with you.

Best Regards,

[Your Full Name]

[Your Title]

West Coast Turn Key

[Your Contact Information]



Email Template 5: Pre-Construction Information and Reminders (30 day out)

Subject: [Project Name] - Pre-Construction Information and Reminders - West Coast Turn Key

Dear [Subcontractor's Name],

As we approach the start of construction for [Project Name], West Coast Turn Key wants to ensure all necessary preparations are in place. Attached to this email, you will find including the site map, site instructions, code of conduct, and other pertinent information.

Please review these materials thoroughly, and don't hesitate to reach out if you have any questions or require clarification. West Coast Turn Key values your commitment to safety and adherence to our project guidelines.

During your first day on site or before any work commences, please allow time for a safety orientation. We look forward to a successful collaboration with you.

Best Regards,

[Your Full Name]

[Your Title]

West Coast Turn Key

[Your Contact Information]