

# Becoming Part of Our Team as a Subcontractor

## Step-by-Step Guide



- 1. Get to know us and our project bid list.** Our entire bid list calendar is posted on our website showing the project, deadline, and lead estimator! Go to [fortmyer.com/subcontractors](http://fortmyer.com/subcontractors) and research jobs we are planning to bid.



- 2. Sign up.** Get on our outreach list to receive bid opportunity emails.



- 3. Reach Out.** Find a specific project which includes services you provide, show interest, and investigate the project more. Email the lead estimator on a particular project to:
  - a) Introduce yourself – be specific about your capabilities, not just “We do everything.”
  - b) Ask for plans and project details



- 4. Email a quote.** This is a must! Generate a price for your services based on a specific project and email it directly to the lead estimator. The earlier the better. Allow estimators an opportunity to thoroughly review your quote and proposal.



- 5. Follow up.** Make sure your quote was received. Have a conversation about the likelihood of being subcontracted. Ask what could make you more competitive if you aren't involved on the first projects you submit quotes for.



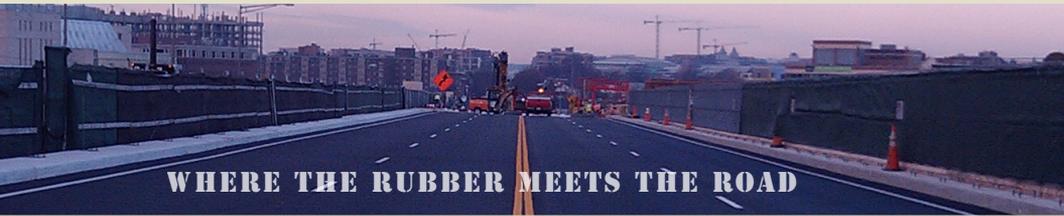
- 6. Stay connected.** Come to our [Monthly Small Business Roundtables](#). Keep FMCC estimators up to date on your capabilities and any awards/certificates earned. Reference successful contracts completed. Send an email so it's in writing and easy for them to search/find later. Then, also follow up with a phone call. Be responsive via phone and email and participate when an opportunity arises.

You have to be in it to win it!



# Want to Connect as a Subcontractor?

Great, we're always looking for reliable, qualified, and local subcontractors, especially certified DBEs and MBEs! The process to do business with us is more than just introducing yourself at an event. Though, you're off to a great start! A professional relationship needs to be established with you and our project teams. We are continually making efforts to reach out in various ways. Successful subcontractors respond with sincere effort to get engaged. Subcontractors must seek out specific projects we are bidding, demonstrate qualifications, and submit a quote. (Flip this card over for detailed steps.)



## WHERE THE RUBBER MEETS THE ROAD

Here are some of the evaluating questions we need you to help us understand as we get to know your company:

- L.J.** How can you assist FMCC's team?
- L.J.** Can your presence increase our chances of winning a bid?
- L.J.** Can you provide services that FMCC typically doesn't self-perform?
- L.J.** Will you be responsive and submit quotes when we reach out for pricing on a bid?

## BONUS Tip for Getting Your Steel-Toe-Boot in the Door



How subcontractors perform reflects fully on the prime contractor. So it's unlikely that an unknown company with little experience will be retained for significant portions of work right off the bat.

Start small and bid on minor portions of a project. Work hard to prove yourself by doing good, safe work. Reliability must be proven with the smaller jobs before you're recruited for "higher risk, higher reward" projects. Once you've demonstrated the quality and reliability of your work, your job potential will grow. And that, after all, is why we are here today!

