



PROPOSAL KIT SAMPLE

Property Management Services Proposal

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July 10

John Friedrich
Evergreen Development
PO Box 1481
Seattle, WA 98004-1481

Dear Mr. Friedrich,

I trust that our business meeting last week was a success, and I enjoyed meeting you and the members of your firm. Based on the needs you discussed, I have put together a general proposal, which I'm sure you will find not only addresses your company needs, but delivers extra measures of security and more practical advantages than we previously discussed.

I am confident that our company, SkyLine Property Management, can supply Evergreen with essential services that will allow you to focus on expanding. Our extensive experience in preventive maintenance and our ability to oversee third party security contracting gives us the capacity to implement our plan quickly and effectively, which in turn allows you to move forward with your other endeavors and saves you money. We also understand that your leasees work almost entirely in the software/computer tech industry and need extra measures of security. Our goal is to make sure you and your leasees never have delays, legal problems, or setbacks resulting from a security or maintenance issue.

I look forward to working with you and welcome the chance to talk with you further.

Sincerely,

Evan Goodwin
Co-Owner
SkyLine Property Management
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Proposal

Property Management Services

July 10

Prepared for: John Friedrich
Evergreen Development

Prepared by: Evan Goodwin
SkyLine Property Management



Description

Evergreen Development is in need of property management services including property security and maintenance. This will allow Evergreen Development to expand its business operations and client base by delegating management responsibilities to SkyLine Property Management.





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Executive Summary

The Objective...

Establish operational property management, security and maintenance plans.

- Need #1: Property management plan and management services that allow client to spend valuable time growing their business.
- Need #2: Detailed security plans for office building in downtown Seattle.
- Need #3: On-going maintenance for same building.

The Opportunity...

To put in place plans that allow Evergreen Development to expand.

- Goal #1: Develop a management plan that effectively delegates responsibilities between Evergreen Development and SkyLine Property Management.
- Goal #2: Detail and implement security plans for Seattle office building.
- Goal #3: Detail and implement maintenance plans for existing structures.

The Solution...

Hire SkyLine Property Management to plan and implement management, security and maintenance plans.

- Recommendation #1: Establish management plan.
- Recommendation #2: Establish security plan.
- Recommendation #3: Establish maintenance plan.





Cost Summary





Management Costs

Project Development	n/a
Monthly Management Services	\$10,000.00

Total Management Costs: \$10,000.00

Security Costs

Security Development	n/a
Electronics, Security Equipment	\$23,500.00

-  motion sensors
-  security cameras and monitors
-  alarms
-  security locks, re-keying

Monthly 3rd Party Security Guard Services	\$16,000.00
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Total Security Costs: \$39,500.00

Maintenance Costs

Monthly Maintenance Management Services	\$4,000.00
Monthly Maintenance Personnel Salary/Benefits/Employment Taxes	\$6,400.00
Monthly Cleaning Services	\$2,000.00

Total Maintenance Costs: \$12,400.00

Total Amount \$61,900.00

Total Monthly Amount \$28,400.00

Total Yearly Amount \$340,800.00

Standard Disclaimer: The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.

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