

Exhibit "A"
(Insert Trade) Scope of Work
(Project Name)
(Project Address)
(Subcontractor Name)
WLB Subcontract No. (Project #)/Cost Code (CSI #)

- A. Subcontractor shall obtain and maintain all permits and business licenses required to perform and complete its work.
- B. W. L. Butler Construction, Inc., will provide Subcontractor a complete set of specifications and plans on CD/Electronic files for the project. Subcontractor is responsible for buying any additional plans needed to perform its work.
- C. Subcontractor shall provide shop drawings (6 sets), submittals (6 sets), samples, as-builts, operating manuals, overstock materials, and all warranties required by the Contract Documents.
- D. Subcontractor shall provide a list of any materials with a lead time over 2 weeks.
- E. Subcontractor shall be responsible for all of its own material stocking and storage due to limited space availability on site; please coordinate with the W. L. Butler Construction, Inc., Project Manager or Superintendent.
- F. Subcontractor is responsible for and shall supply its own storage container, if needed, in a location determined by W. L. Butler Construction's Project Superintendent.
- G. At the discretion of W. L. Butler Construction, Inc. on certain projects Subcontractors shall provide quantity survey for owner provided materials.
- H. Subcontractor shall receive, off-load and store all owner provided equipment pertaining to its trade, if applicable. Subcontractor shall also coordinate and install all owner provided items per the Contract Documents, as pertaining to Subcontractor's work, if applicable.
- I. Subcontractor is responsible for supplying any temporary power and additional task lighting required to perform its work.
- J. All Requests for Information must be in writing.
- K. If required by W. L. Butler Construction, Inc., Subcontractor shall provide Daily Work Reports to the W. L. Butler Construction, Inc., Project Superintendent for each day Subcontractor is working on site.
- L. Parking is the responsibility of Subcontractor; coordinate with the W. L. Butler Construction, Inc., Project Superintendent.
- M. Subcontractor's work shall comply with all local, State and Federal building codes, laws and regulations.
- N. Subcontractor shall adhere to all current safety laws including Cal OSHA regulations, and to W. L. Butler Construction's safety standards.
- O. Hard hats are required on this project by ALL persons, at ALL times, and in ALL areas.
- P. Subcontractor shall carefully review the entire bid set of documents. Information regarding the Subcontractor's scope of work may be dispersed throughout the document set.
- Q. W. L. Butler Construction, Inc., has provided or made available to Subcontractor a complete set of drawings and specifications. Subcontractor shall supply and install all materials necessary to complete its work per the entire set of drawings and specifications, and in strict accordance with the Contract Documents. Any discrepancies or omissions not brought to the attention of Contractor at the time of bid will be the Subcontractor's responsibility to supply and install at no cost.
- R. Subcontractor shall not be entitled to any payment for Field Extra Work Orders without the signature of W. L. Butler Construction's Project Superintendent or Project Manager. The effect of such signature is limited by the terms and conditions of the Subcontract Agreement.
- S. When grounds exist justifying a back charge against Subcontractor, whether or not due to a default under this Agreement, Contractor may provide Subcontractor written notice to take appropriate corrective action, as determined by Contractor, within twenty-four (24) hours. If Subcontractor fails to commence and satisfactorily continue corrective action to the satisfaction of Contractor, then Subcontractor shall be liable for all costs and expenses resulting therefrom, including, but not limited to, investigation costs, costs to remedy, mark-up for overhead and profit of fifteen (15%), plus any attorneys' fees incurred by Contractor.



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[Project Name & Number]
[Trade]
[Subcontractor Name]

- T. Subcontractor shall provide labor rates within ten (10) days of executing Agreement. No change orders will be approved without labor rates. Subcontractor is limited to **Insert Rate** (%) for overhead and profit, combined, on change orders, or such other amount as may be denoted in the Prime Contract.
- U. Subcontractor is responsible for, and shall furnish at its own cost and expense, all labor, material, equipment and property required to complete the **(TRADE)** in strict accordance with this Agreement, and the Contract Documents, including but not limited to the following:
 - 1. **[LIST ALL THAT APPLY]**
 - 2.

Total Subcontract: \$

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Emergency Contact Person

Emergency Cell #

Email Address

Alternate Emergency Contact Person

Emergency Cell #

Email Address

Insurance Requirements – Please provide the following information:

You are required to notify W. L. Butler Construction, Inc., of any lower tier subcontractor hired to perform work on the project. Lower tier subcontractors are required to comply with all terms and conditions of the contract documents, including by maintaining all required insurance and by providing proof of insurance in the form of a certificate of insurance and additional insured endorsement naming the following parties as additional insured's:

W. L. BUTLER CONSTRUCTION, INC., ITS OFFICERS, DIRECTORS AND EMPLOYEES; THE OWNER, ITS OFFICERS, DIRECTORS AND EMPLOYEES, AND ANY OTHER PARTIES REQUIRED BY OWNER.

[LIST APPLICABLE OWNER REQUIREMENTS]



Exhibit "A" – Page Four
[Project Name & Number]
[Trade]
[Subcontractor Name]

Subcontractor / Supplier / Lower Tier Information Sheet

Below please list suppliers and/or lower tier subcontractors who will be supplying materials and/or performing work on the project. Please note Section 3, Paragraph 3 of our Subcontract Agreement requires all of your lower tier subcontractors/suppliers comply with our insurance requirements.

Your payment is dependent on this completed form being returned to WLB's office

Company Contracted with W. L. Butler Construction, Inc.:

Company: _____ Contract Value: \$ _____

Please indicate the % of your contract for labor and material: _____ % Labor
_____ % Material

- No, I will not be using lower tier subcontractors or suppliers
- Yes, I will be using lower tier subcontractors or suppliers

Please list ALL suppliers and/or lower tier subcontractors that will be working on this project:

| |
|---|
| Company: _____ Phone: _____ Fax: _____ Contact Name: _____ E-Mail: _____ <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier Estimated Value: \$ _____ |
| Company: _____ Phone: _____ Fax: _____ Contact Name: _____ E-Mail: _____ <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier Estimated Value: \$ _____ |
| Company: _____ Phone: _____ Fax: _____ Contact Name: _____ E-Mail: _____ <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier Estimated Value: \$ _____ |

If additional suppliers, please attach separate sheet