



SUBCONTRACTOR PRE-QUALIFICATION MEMO

Thank you for your interest in joining the W. L. Butler Construction, Inc.'s Subcontractor Master Bid List. W. L. Butler Construction, Inc. requests that all subcontractors first provide the following pre-qualification information prior to being placed on our bidders list:

- Company Introduction
- Contact Name and Phone Number
- Five Project References
- Complete W. L. Butler Construction, Inc. Pre-Qualification Questionnaire
- Proof of Insurance (see requirements and sample certificate)
- Copy of Contractor's License

The attached sample Certificate of Insurance, Requirements and Subcontract Agreement are for your review and do not need to be returned with the package.

Our Vice President will review only complete packages. Upon acceptance, your company will be placed on WLB's Subcontractor Master Bid List.

Important Information:

At award of project, the Project Manager will request the following information prior to issuing a Subcontract Agreement:

- Bank information, including name, address, phone number, contact, account number(s), line of credit total and outstanding balance
- Most recent year-end audited or reviewed financial statements
- Current in-house prepared financials

Please fax or mail your completed package to:

W. L. Butler Construction, Inc.
Attn: Estimating Department
204 Franklin Street
Redwood City, CA 94063
Tel: (650) 361-1270
Fax: (650) 361-8657

Thank you for contacting us. We look forward to working with you

NORTHERN CALIFORNIA

204 Franklin Street
Redwood City, CA 94063
Ph (650) 361-1270
Fax (650) 361-8657

140 Frank West Circle, #100
Stockton, CA 95206
Ph (209) 983-4890
Fax (209) 983-4891

SOUTHERN CALIFORNIA

3 Mason
Irvine, CA 92618
Ph (949) 587-2200
Fax (949) 587-9087

36-901 Cook Street, #8
Palm Desert, CA 92211
Ph (760) 837-3500

2651 High Bluff Drive, #250
San Diego, CA 92130
Ph (858) 429-4445
Fax (858) 429-4446