

## 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 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 Pre-Qualification Questionnaire
- Proof of Insurance (see sample requirements)
- 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 our Subcontractor Master Bid List.

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### **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

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Please fax or mail your completed package to:

W. L. Butler Construction, Inc.  
Attn: Estimating Department  
3 Mason  
Irvine, CA 92618  
Tel: (949) 587-2200  
Fax: (949) 587-9087

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, Ste. 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
- 36-953 Cook Street, Ste. 103  
Palm Desert, CA 92211  
Ph (760) 837-3500 | Fax (760) 837-3548

#### **Arizona**

- 3010 S. Priest Drive, Ste. 101  
Tempe, AZ 85282  
Ph (480) 627-8300 | Fax (480) 966-9732