



## 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 Chief Operating Officer will review only complete packages. Upon acceptance, your company will be placed on WLB's 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:  
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**

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| <input type="checkbox"/> 204 Franklin Street<br>Redwood City, CA 94063<br>Ph (650) 361-1270<br>Fax (650) 361-8657 | <input type="checkbox"/> 140 Frank West Circle, #100<br>Stockton, CA 95206<br>Ph (209) 983-4890<br>Fax (209) 983-4891 |
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#### **SOUTHERN CALIFORNIA**

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| <input type="checkbox"/> 3 Mason<br>Irvine, CA 92618<br>Ph (949) 587-2200<br>Fax (949) 587-9087 | <input type="checkbox"/> 12526 High Bluff Drive, Suite 300<br>San Diego, CA 92130<br>Ph (858) 429-4445<br>Fax (858) 429-4446 |
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