

Exhibit "A"
Trade Scope of Work
Project Name
Project Address
Subcontractor Name
WLB Subcontract No. Project Number/Budget Code

- A. W. L. Butler Construction, Inc. will provide Subcontractor a complete set of specifications and plans in Electronic format for the project. Subcontractor is responsible for any additional plans needed to perform its work. It is also the Subcontractor's responsibility to have their Foreman meet with W. L. Butler Construction's Project Superintendent the first day on the project to verify they are working with the current set of plans.
- B. Subcontractor shall provide shop drawings and submittals in electronic format or as defined in the Project Specifications. Samples, record drawings, operating manuals, overstock materials, and all warranties required by the Contract Documents must be provided in hard copy format.
- C. Subcontractor shall provide a list of any materials with a lead time over 2 weeks.
- D. 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 Project Superintendent.
- E. 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.
- F. At the discretion of W. L. Butler Construction, Inc. on certain projects Subcontractors shall provide quantity survey for owner provided materials.
- G. 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.
- H. Subcontractor is responsible for supplying any temporary power and additional task lighting required to perform its work.
- I. Subcontractor understands the concrete slab is finished product and will have nevarmar tires and diapers to prevent stains and marks on the concrete slab and associated concrete surfaces.
- J. Subcontractor agrees to maintain a dedicated foreman for the duration of the project. No Substitutions will be allowed without written approval from the W. L. Butler Construction, Inc. Project Manager.
- K. All Requests for Information must be in writing.
- L. 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.
- M. Parking is the responsibility of Subcontractor; coordinate with the W. L. Butler Construction, Inc. Project Superintendent.
- N. Subcontractor's work shall comply with all local, State and Federal building codes, laws and regulations.
- O. At ALL times and throughout ALL phases and areas of the project, ALL personnel shall wear hard hats, eye protection, work boots and high visibility safety vests, shirts or jackets, which are in accordance with OSHA regulations and ANSI standards.
- 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 Agreement between Contractor and Subcontractor.
- S. When grounds exist justifying a back charge against Subcontractor, whether or not due to a default, 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 percent (15%), plus any attorneys' fees incurred by Contractor.



- 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** percent (**XX%**) 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 all Contract Documents for the project, including but not limited to the following:
 - 1. LIST ALL THAT APPLY

Total Subcontract: \$XX.00

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.