



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.

We will only review 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 email your completed package to:

W. L. Butler Construction, Inc.

Attn:

Email:

735 Shasta 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

735 Shasta Street
Redwood City, CA 94063
650.361.1270

5666 La Ribera Street, Ste. A
Livermore, CA 94550
925.453.3900

140 Frank West Circle, #100
Stockton, CA 95206
209.983.4890

SOUTHERN CALIFORNIA

3 Mason
Irvine, CA 92618
949.587.2200