

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

- A. Contractor has provided or made available to 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 its Foreman meet with Contractor's Project Superintendent the first day on the project to verify it is working with the current set of plans and to confirm access to Procore.
- B. Subcontractor shall provide shop drawings and submittals in electronic format or as defined in the Project Documents. If specified, 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 material procurement schedule for any materials which reflects a lead time over 2 weeks and shall coordinate material equipment delivery, route and staging with Contractor's Project Superintendent prior to delivery.
- D. Subcontractor shall be responsible for all of its own material stocking and storage due to limited space availability on site; Subcontractor shall coordinate with Contractor's Project Manager or Project Superintendent.
- E. Subcontractor is responsible for and shall supply its own storage container, if needed, in a location determined by Contractor's Project Superintendent.
- F. At the discretion of Contractor on certain projects, Subcontractors shall provide quantity surveys for Owner provided materials.
- G. Subcontractor shall receive, inventory, off-load and store all Owner provided equipment applicable to its trade, and shall immediately notify Contractor if necessary equipment is damaged or not received. Subcontractor shall also coordinate and install all Owner provided items per the Contract Documents, 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 a 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 Contractor's Project Manager.
- K. All Requests for Information must be submitted in digital format including a document reference, and photo if applicable. Such Requests for Information shall be made with adequate time prior to mobilization so as not to delay the Work.
- L. Subcontractor shall provide Daily Work Reports to the Contractor's Project Superintendent for each day Subcontractor is working on site.
- M. Onsite parking is prohibited unless prior approval from Contractor's onsite Superintendent is received. Parking is the responsibility of Subcontractor and shall be coordinated with the Contractor's Project Superintendent.
- N. Subcontractor's work shall comply with all local, State and Federal building codes, laws and regulations and any agency having jurisdiction over the site location.
- 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 compliance with OSHA regulations and ANSI standards.
- P. Documentation is to be provided to Contractor's representative in conformance with all governing agencies' Construction Waste Management requirements as described within the Contract Documents.
- Q. Subcontractor shall be responsible for the protection and safety of all persons affected by performance of its work. All safety measures, including barricades, flagmen, signs, and other warning devices, shall be the sole responsibility of Subcontractor, to ensure safety of the public, pedestrians, employees (including persons employed by the subcontractor) at all times during the course of construction (including during non-working hours).
- R. Subcontractor shall comply with all Covid safety standards applicable to its employees, subcontractors and Work on the Project, including Cal OSHA Emergency Standards, Public Health Orders and Contractor's Safety Standards.

- S. If applicable, Subcontractor will supply all means necessary to conform to all Storm Water Pollution Prevention Plans, Cal OSHA, AQMD and Contractor Requirements.
- T. Subcontractor shall not be entitled to any payment for Field Extra Work Orders without the signature of Contractor'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.
- U. 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.
- V. Subcontractor is required to notify Contractor 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, INC., ITS OFFICERS, DIRECTORS AND EMPLOYEES; THE OWNER, (INSERT ADDITIONAL INSURED IF REQUIRED) ITS OFFICERS, DIRECTORS AND EMPLOYEES, AND ANY OTHER PARTIES REQUIRED BY OWNER.**
- W. 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.
- X. 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**

SAMPLE