



SENT VIA EMAIL

July 16, 2009

Contact
Company Name
Street Address
City, ST Zip

RE: Subcontractor Master Agreement

Dear Mr. or Ms. with Last Name,

We are in the process of updating our Subcontractor Master Agreements with our preferred vendors. The master agreement allows us to minimize the amount of unproductive paperwork involved with executing contracts. The master agreement shall serve as the primary agreement between our firms for any new project.

Each new project will be authorized under a "work order" written against the Master Agreement. Some projects have additional requirements such as insurance coverage or safety instructions. Any additional requirements or project specific requirements will be included with the work orders. A sample of our work order is enclosed for your review. As you will note, it contains all of the specifics for each project. This will streamline the contract execution process.

We request that you review both the master agreement and the sample copy of our subcontract work order. Please sign two copies of the attached master agreement and return them to our office attention Denise Tetro-Spaman for our signature.

The following documents are also required and may be emailed to dtetro@prestonpipelines.com

- Subcontractor Prequalification Questionnaire
- W-9 Form
- California Contractors License Pocket displaying Classes and expiration date
- Certificate of Insurance
 - Please send attached Insurance Requirements to your agent and have them email a copy of your **All California Operations COI** to Denise Tetro-Spaman. Please do not send hard copies. If you can not provide us with an All CA Ops COI, please call me. Preston Pipelines requires a Waiver of Subrogation for Workers Compensation. There will be no extra billing for this requirement.
- Letter from your Surety Company stating your Bonding Rates and Capacity.
- Letter from your Insurance Agent stating your EMR for the last 3 years.
- DVBE, SBE or ESBE certificates, if applicable.
- IIPP and Substance Abuse Policy.

If you have any questions, please do not hesitate to contact Denise Tetro-Spaman at 408-262-1418. We look forward to working with you in the near future.

Regards,

Denise Tetro-Spaman
Contracts Manager

Preston Pipelines, Inc.
133 Bothelo Avenue, Milpitas, CA 95035-5325
408.262.1418 / 408.262.1870 fax
Lic. No. 367660