



Preliminary Scope of Supply and Services

Structure Supply Only

Project:	El Corazon Park – Trellis Shelters (x4)
Customer:	City of Oceanside
Location:	Oceanside, CA
Date:	April 22, 2025

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Section 1 below is an outline of the scope of products and services that will be included as part of the Romtec building package. Section 2 below is an outline of the scope of work for the installer to complete installation.

Section 1 – Romtec Scope

1.Process – Start to Finish

An outline of the typical process that Romtec follows from purchase order execution to delivery of the building package(s).

A. Romtec Provides a Quote/Proposal

1. Customer will have 30 days to place a purchase order after receipt of the Romtec quote.
2. If the customer has not placed a purchase order within the time above, Romtec reserves the right to update pricing.
3. Romtec's Quote/Proposal will include Credit Application and Project Information forms.
4. Depending on the nature and complexity of the project, Romtec's Quote/Proposal may also include a proposed payment schedule. Otherwise, a proposed schedule will be provided in the next step.

B. Customer Provides Signed Purchase Order, Completed Credit Application, and Completed Project Information form

1. Romtec and the customer will finalize the agreed payment schedule.

C. Romtec provides the full Scope of Supply and Design Submittal package (SSDS)

1. Romtec provides the SSDS in Romtec's standard electronic submittal format.
2. The SSDS will include the building plan view and elevation drawings, product data sheets, and further details of the Romtec building. The SSDS supersedes this preliminary scope letter.

D. Customer reviews and comments on the SSDS

1. At this time, the SSDS should also be provided for review and comment by any other relevant entities, such as an end owner, installer, electrician, utility company, etc.
2. The SSDS typically does not contain final sealed plans and is NOT intended for review by the local building department (or other permitting authority) at this time.
3. Customer will have 45 days from purchase order date to approve the SSDS.

E. Customer Approves the SSDS and releases Romtec to begin production

1. The customer approves the SSDS and releases Romtec to begin production by signing the submittal approval and Notice to Proceed on Production (NTP) forms included in the SSDS. Romtec cannot begin production without a signed NTP form.
2. The customer's approval of the SSDS is approval of the general building layout and relevant products/ materials. Romtec will provide sealed plans only AFTER the SSDS is approved.
3. Customer will have a maximum of ninety (90) days from the purchase order date to provide NTP. If the 90-day approval deadline is missed, Romtec reserves the right to update pricing at any time.

F. Romtec provides the Full Sealed Plan Set

1. After the customer has approved the SSDS, Romtec will provide the customer with the Full Sealed Plan Set in Romtec's standard electronic format (and no other) for review by the local building department (or relevant permitting authority).
2. The Full Sealed Plan Set will include all relevant calculations, and all architectural, mechanical, structural, electrical, and plumbing plan sheets stamped by an architect or engineer licensed in the state where the project is located.
3. Romtec's standard plan size is 11"x17".

G. The local building department reviews and comments on the Romtec plans

1. Romtec will revise and resubmit the Full Sealed Plan Set per comments from the local building department (or relevant permitting authority).
2. Romtec includes one revision of the Full Sealed Plan Set in response to building department comments. Any additional comments from any other non-official entity (including the customer) that result in revisions of the sealed plans will result in a price increase.

H. The local building department approves the revised Romtec plans

1. Romtec will provide up to two (2) sets of the final, approved, for-construction plans.
2. Romtec will complete production/manufacturing of the building package per the final approved plans.

I. Romtec delivers the completed building package

1. Romtec will package and palletize the completed building package, and then coordinate with the customer to deliver the package to the jobsite for construction by the installer.
2. Romtec's warranty period begins.

2.Key Notes

- A. Romtec is proposing to design and supply the structure package defined herein.
- B. The following are important assumptions and/or clarifications regarding the proposal.
 - 1. Romtec is supplying and designing four shelter/trellis structure packages.

3.Romtec Scope of Materials Supply

- A. **Structure**
 - 1. Post-and-beam pavilion structure
 - a. Posts: Standard dimensional lumber
 - 2. Flat trellis roof
 - a. Timber slats and beams.

4.Delivery, Storage, and Handling

- A. **Delivery Vehicle Size**
 - 1. Romtec's delivery vehicles are vans or trucks with 53' trailers, or the largest trailer up to 53' that is legally allowed to access the job site. Overall dimensions of the delivery vehicles are:
 - a. 70' overall length
 - b. 102" wide
 - c. 168" high
- B. **Number of Deliveries**
 - 1. Romtec bases its freight quote on the optimal minimum number of deliveries. If the customer elects to increase the number of deliveries, it may result in additional freight charges.
 - 2. Regardless of the number of deliveries, the customer is responsible for all offloading and related costs.
- C. **Delivery inspection**
 - 1. Romtec allows for five (5) business days for the customer to inspect and accept the delivered building package.
 - 2. Any items not specifically rejected after five days are considered accepted.

5.Warranty and Limitations

- A. **Warranty**
 - 1. Please review the Romtec warranty by clicking the link below:
<https://romtec.com/wp-content/uploads/2022/03/4.01-Romtec-Warranty-2-28-22.pdf>

Section 2 – Installer Scope (by others)

6.Scope of Supply and Services by Others

- A. **Overview**

The following section includes an overview of items to be provided by others that are required to complete the installation of the Romtec building package.

 - 1. Items in this section are typically provided by the **installer**, or, for projects where the **installer** is separate subcontractor of the general contractor and/or owner, some items are typically provided by the **contractor**.
 - 2. The items below are separated into **installer** items and **contractor** items. If the **installer** and **contractor** are the same entity, then that entity is responsible for all items in this section.
- B. **Installer Scope**

The installer's scope will generally consist of foundation/pad construction and building package assembly/construction.

 - 1. Structural

The following structural components will be provided by the **installer**:

- a. All materials, equipment and labor for footings and interior slabs.
 - b. Concrete sealant for floor.
 - c. Sealant for all exposed wood.
 - d. Typical fasteners such as nails, staples, screws, and any other fasteners not included in product packaging.
2. Other materials, equipment, and services
The following materials, equipment, and services are provided by the **installer**.
- a. Building package installation
 - b. All other items within the building footprint indicated on final plans or required by building codes to complete installation of the building package which are not specifically stated as supplied by Romtec or by others.

C. Contractor Scope

The **contractor's** scope will generally consist of site preparation and grading, excavation for structures, backfill and/or structural backfill, and any site work or utility work outside the building package footprint.

- 1. Structural
The following items relative to the structural components will be supplied by the **contractor**:
 - a. All materials, equipment and labor for exterior slabs and sidewalks.
 - b. If required, design and supply of gutters and downspouts is by the contractor or others. Romtec can show basic gutters and downspouts on the plans upon request.
- 2. Other materials, equipment, and services
The following materials, equipment, and services are provided by the **contractor**.
 - a. Site grading and/or asphalt paving
 - b. Masonry pavers
 - c. Lighting equipment not attached to the building.
 - d. Landscaping
 - e. Special inspection services
 - f. Permits and fees.
 - g. Site plans
 - h. Geotechnical reports

D. Delivery, Storage, and Handling

- 1. The **installer** and/or **contractor** will be responsible for all equipment and labor required for off-loading of the delivered building package onsite. This includes providing appropriate equipment, including but not limited to a forklift with minimum 8,000 lb. capacity and 6 ft. fork extension.
- 2. **Installer** or **contractor** shall comply with all handling instructions/recommendations provided by Romtec.
- 3. The **installer** and/or **contractor** will assume responsibility for adequate protection of delivered materials from weather, damage, and pilferage or all warranties, expressed or implied may be voided.
- 4. Do not throw away the Operations & Maintenance manuals that are provided by some manufacturers in their product packaging. It is the responsibility of the **installer** and/or **contractor** to collect and maintain these manuals until delivered to the owner.

E. Romtec General Exceptions/Exclusions

The following are items that Romtec does not provide as part of its standard products and services.

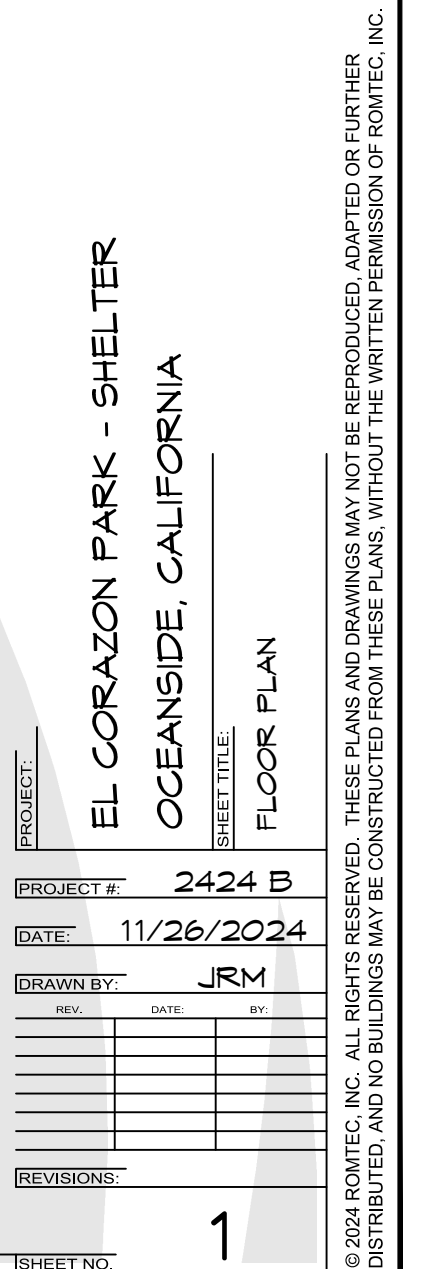
- 1. Site visits by Romtec staff are not included in the proposal.
Note: If site visits are required, Romtec will issue a change order.
- 2. Unless otherwise stated, Romtec is not proposing to meet any Buy America standard for materials.
- 3. Romtec's proposed building design is based on the following standard design loads. These standard design loads are typical for many locations. Local design loads specific to this project may require changes to the building design, which may result in a price increase due to increased material costs.

a. Roof Snow Load: 25 psf	d. Allowable Soil Bearing:
b. IBC Seismic Design	1500 psf
Category: C	e. Occupancy Type: U
c. Design Wind Speed: 110 mph	f. Type: VB
- 4. Any site utility sizing shown on the Romtec plans is either based on design criteria provided by others or based on Romtec's assumption of the appropriate sizing. Site utility sizing must be

- confirmed by the customer. Romtec is not responsible for determining or confirming site utility sizing.
5. To ensure timely delivery of the building package amid ongoing and industry-wide disruptions to shipping, parts/materials availability, and lead times, Romtec reserves the right to make equivalent or better substitutions at any time for any components that are not specifically required to match an exact brand/model.
 6. Romtec does not provide LEED/Green submittals as a standard service. Romtec can assist in providing documentation for products that may meet LEED/Green standards, but Romtec does not provide or fill out LEED credit forms. Unless specifically included in Romtec's proposal and quote, Romtec does not supply materials with the intent of meeting LEED standards. Any changes due to LEED or Green building requirements will result in a change order and increased lead times.
 7. Any CMU block plan(s) provided by Romtec are only accurate if Romtec supplies the CMU block.
 8. All steel fabrication work is performed by qualified fabricators in conformance with engineered drawings. Romtec does not offer third party certification or inspection of steel fabrication work.

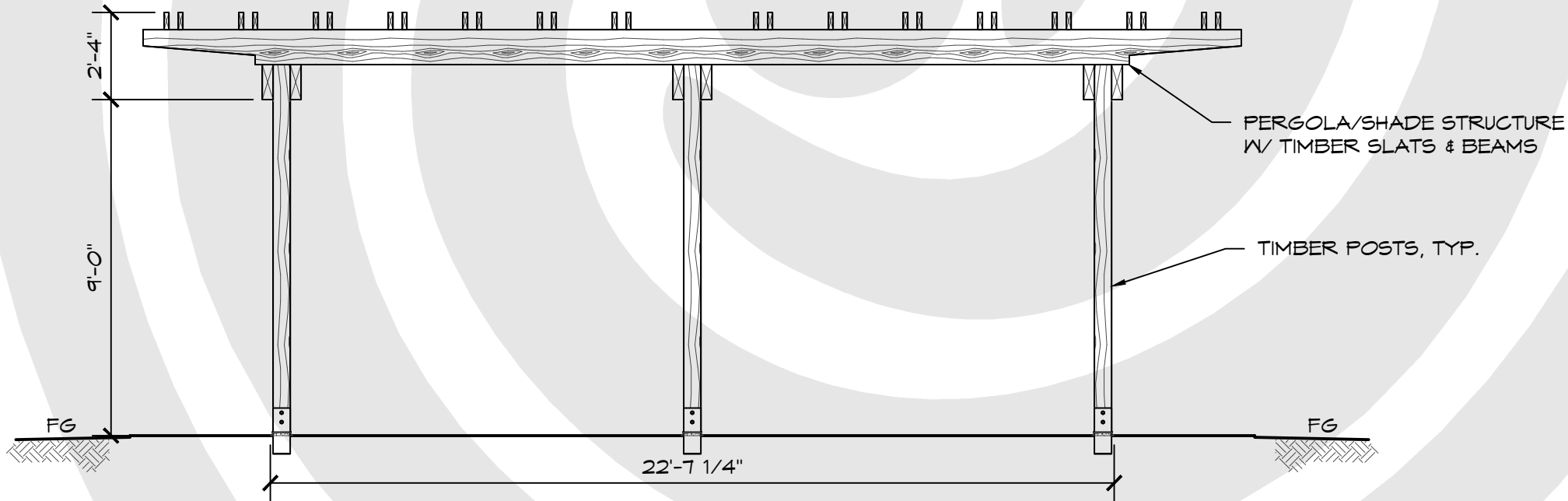
Note: Romtec's scope of work is based on customer acceptance of the terms and conditions of the Romtec quote proposal, which may be attached here or provided separately.

THESE PLAN VIEW AND ELEVATION
DRAWINGS ARE A PRELIMINARY
ARCHITECTURAL REPRESENTATION
OF THE BUILDING. ALL DIMENSIONS,
FEATURES AND COMPONENTS
SHOWN ON THESE PRELIMINARY
DRAWINGS MAY OR MAY NOT BE
PART OF THE QUOTE. PLEASE REFER
TO THE "SCOPE OF SUPPLY AND
SERVICES" LETTER PROVIDED WITH
YOUR QUOTE FOR ROMTEC'S
PROPOSED SCOPE OF SUPPLY.

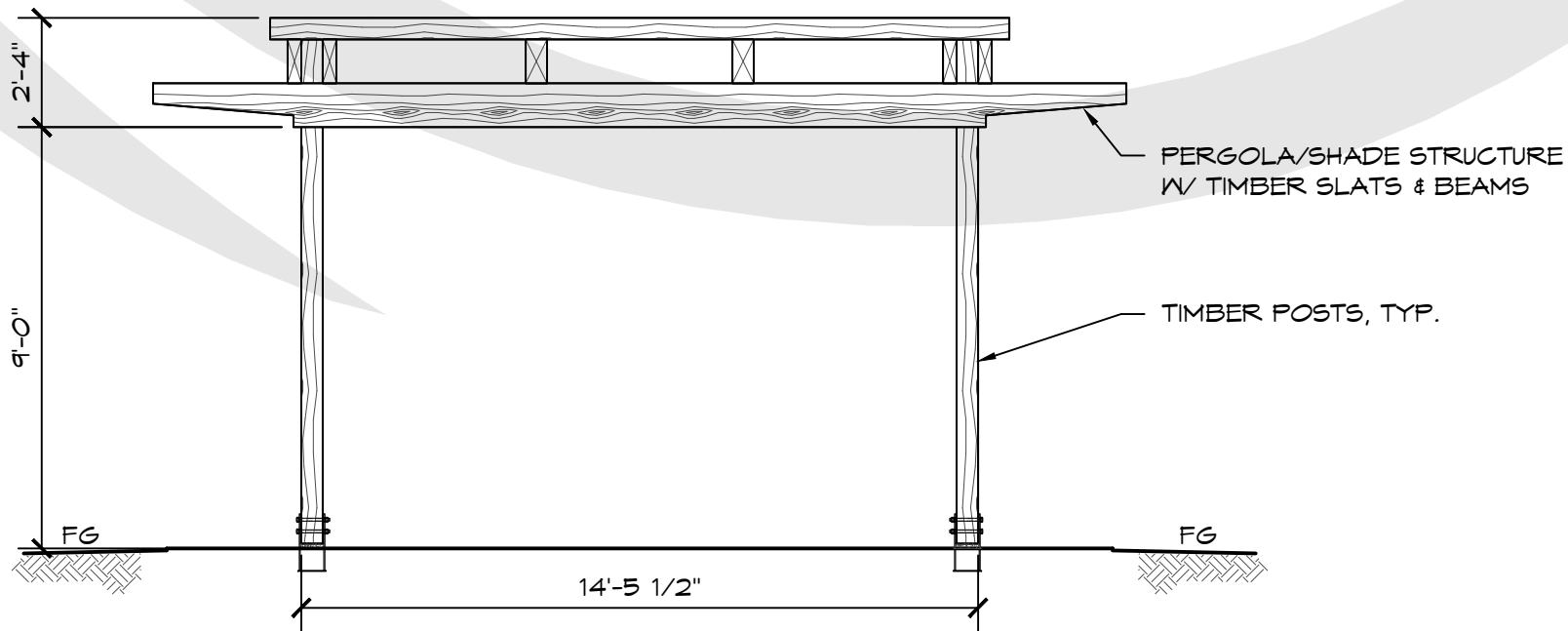


PRELIMINARY

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.



A C ELEVATION VIEW
SCALE: 1/4" = 1'-0"



B D ELEVATION VIEW
SCALE: 1/4" = 1'-0"

PROJECT: **EL CORAZON PARK - SHELTER**
OCEANSIDE, CALIFORNIA
SHEET TITLE: **EXTERIOR ELEVATION VIEWS**

PROJECT #: **2424 B**
DATE: **11/26/2024**
DRAWN BY: **JRM**

REV.	DATE:	BY:

REVISIONS:

SHEET NO. **2**

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