



# Preliminary Scope of Supply and Services

**Structure Supply Only**

Project:	Halfmoon Dog Park Pavilion
Customer:	City of Halfmoon
Location:	Halfmoon, NY
Date:	9/8/2025

## Contents

1. Process – Start to Finish
2. Key Notes
3. Romtec Scope of Materials Supply
4. Delivery, Storage, and Handling
5. Warranty and Limitations
6. Scope of Supply and Services by Others

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, see Section 6.E.5 below). The full plans are 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 defined herein. Any changes or additions, including color selections, may result in a price change.

## 3. Romtec Scope of Materials Supply

### A. Structure

1. Steel Post-and-beam pavilion structure
  - a. Posts Steel, powder coated **black**.
2. Roof System: Glulam beams
  - a. Ceiling Finish: 2x6 tongue and groove decking
  - b. Roofing Finish: Metal Panels
    - i. Fabral, 24-gauge, 1-1/2" SSR 150
    - ii. Color selected by **owner** from manufacturer's standard chart.

## 4. Delivery, Storage, and Handling

### A. Delivery Vehicle Size

1. Vans or trucks with 53' trailers, or per legally allowable max size for site.
2. Overall dimensions:
  - a. 70' overall length
  - b. 102" wide
  - c. 168" high

### B. Number of Deliveries

1. Freight quote based on the optimal minimum number of deliveries. If customer elects to increase the number of deliveries, additional charges may apply.
2. Receiver is responsible for all offloading and related costs.

### C. Delivery inspection

1. Up to five (5) business days allowed for inspection and acceptance of delivered goods.
2. Any items not specifically rejected after five days are considered accepted for purposes of delivery acceptance.

## 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>

### B. Disclaimers

1. Romtec passes along the manufacturer's warranty for metal roofing. Most metal roofing manufacturers intend for roofing panels to be installed immediately upon delivery from the factory; otherwise, most have special storage requirements to validate their warranty. All project circumstances are different, and because Romtec cannot guarantee that metal roofing is installed within the timeframe allowed from the manufacturer or that the metal roofing will be stored at the jobsite according to the manufacturer's requirements, Romtec does not include metal roofing in the overall Romtec building warranty.

## 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 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. Caulking.
  - c. Concrete sealant for floor and CMU block exterior.
  - d. Typical fasteners such as nails, staples, and screws, and any other fasteners not included in product packaging.
  - e. If required, rain gutters and downspouts are supplied and installed by building **installer**.
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 anyone other than the installer.

### 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. Landscaping
  - c. Special inspection services
  - d. Permits and fees
  - e. Site plans
  - f. 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 for delivery 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.



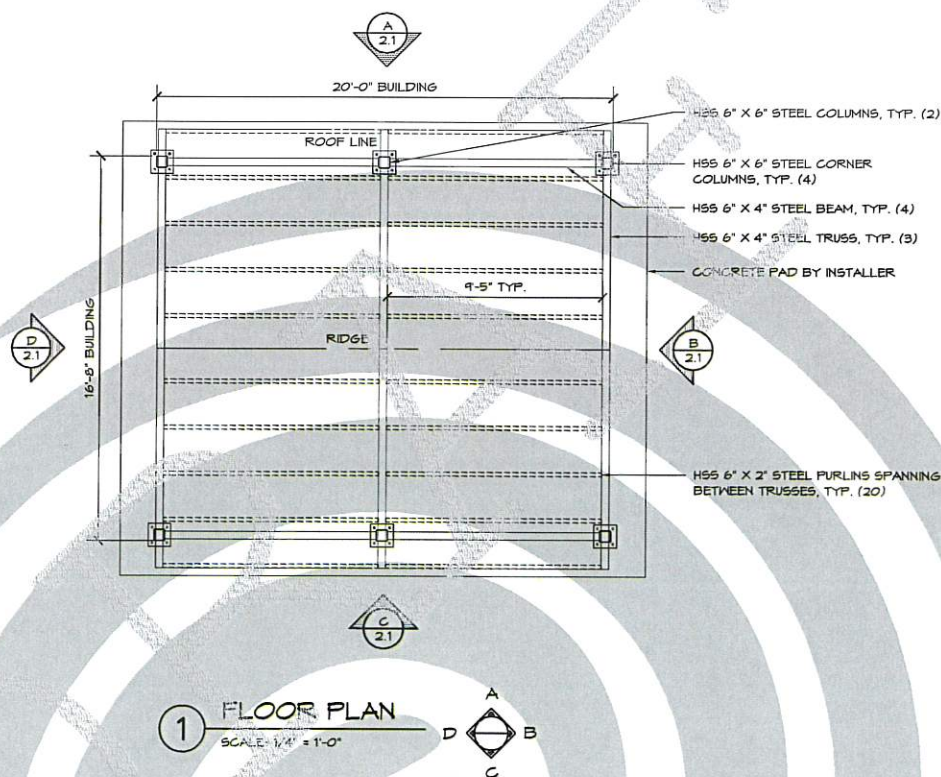
1. Site visits by Romtec staff are not included in the proposal.  
*Note: If site visits are required, Romtec will issue a change order.*
2. Unless otherwise stated, Romtec is not proposing to meet any Buy America standards for materials.
3. Romtec's proposed building design is based on the following 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
  - b. IBC Seismic Design Category: C
  - c. Design Wind Speed: 110 mph
  - d. Allowable Soil Bearing: 1500 psf
  - e. Occupancy Type: U
  - 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. Romtec's building plans have been approved by permitting authorities in hundreds of jurisdictions. Romtec's plans will be provided in Romtec's standard format only. No elective formatting changes, product color selections, interior elevation drawings, equipment not supplied by Romtec, informational tables, formatting coordination with the plans by others, or any other formatting requests or customer directed elective changes will be made to or shown on the Romtec building plans.
6. 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 make equivalent or better substitutions at any time for any components that are not specifically required to match an exact brand/model.
7. 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."
8. Any CMU block plan(s) provided by Romtec are only accurate if Romtec supplies the CMU block.
9. 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.*

# 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.

**ROMTEC**  
www.romtec.com  
(841) 416-3541 FAX (841) 416-6833



1 FLOOR PLAN  
SCALE: 1/4" = 1'-0"

HALFMOON DOG PARK PAVILIONS  
HALFMOON, NEW YORK

FLOOR PLAN

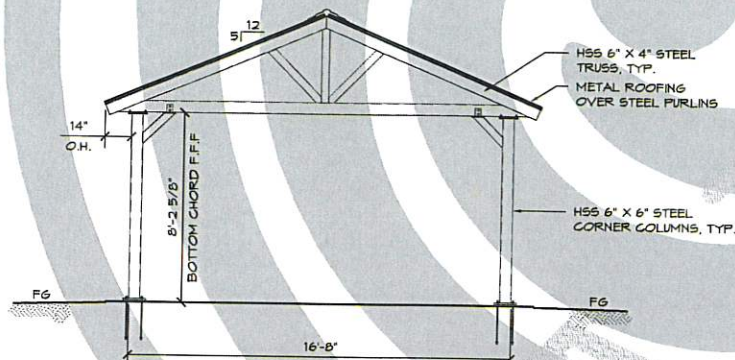
PROJECT #	2844
DATE	08/28/25
DRAWN BY	DM
CHECKED BY	
DATE	
REVISIONS	

A1.1

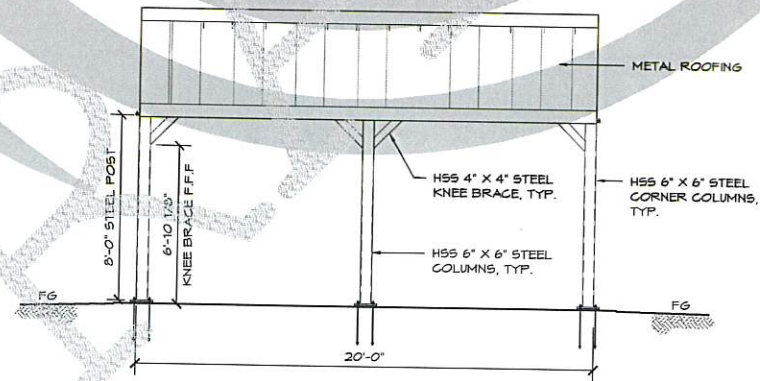


# PRELIMINARY

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.



**(B D) SECTION VIEW**  
SCALE: 1/4" = 1'-0"



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

PROJECT: HALFMOON DOG PARK PAVILIONS  
HALFMOON, NEW YORK  
SHEET TITLE: EXTERIOR ELEVATION VIEWS

PROJECT #	2844
DATE	08/28/25
DRAWN BY	DM
CHK	
DATE	
BY	
REVISIONS	

SHEET NO. **A2.1**

# PURCHASE AGREEMENT

Page 1 of 1



18240 North Bank Rd.  
Roseburg, OR 97470  
P: 541-496-3541  
F: 541-496-0803  
E: service@romtec.com

Proposal Date

9/9/2025

#052725-RMT

## Halfmoon Dog Park Pavilions

Customer: Town of Halfmoon  
Paul Maiello

Sourcewell

Awarded Contract  
#052725-RMT

Quantity	Building Proposal Description	Extended Price
3	Romtec Steel Pavilions "Design & Supply ONLY" per Preliminary Romtec Drawings and Scope of Supply & Services dated 9/8/25	\$ 248,301.00
Sourcewell DISCOUNT: Available only to members of Sourcewell.		7.00% \$ (17,382.00)
ROMTEC INC. SUPPLY SUBTOTAL		\$ 230,919.00
Freight/Packaging to: Halfmoon, NY		\$ 21,094.00
ROMTEC INC. PURCHASE ORDER TOTAL		\$ 252,013.00

**\*Sales or Use Tax is not included in the above price. Sales or Use taxes may be required for your project depending on state and local requirements.**

\*The price above is valid for thirty (30) days from the proposal date. If the Customer has not returned the signed Purchase Agreement within thirty (30) days of the proposal date, Romtec, Inc. reserves the right to update the price to reflect cost changes.

\*The price above requires that the customer release the order for production within ninety (90) days of the proposal date. If, for any reason, Romtec, Inc. has not received formal Notice to Proceed with Production within ninety (90) days of the proposal date, Romtec, Inc. reserves the right to update the price to include inflationary cost changes.

\*Romtec charges 2% of total contract value for the bonding rate (if required). Unless specifically stated in the above quote, this amount is not included in the total amount shown, and may be applicable at the time of invoice.

The prices quoted herein and anticipated lead times are based on the current tariff rates, duties, government charges, trade regulations, and product availability as of the date of this quote. If any new tariffs, duties, taxes, or similar charges are imposed, or any existing tariffs, duties, or charges are increased or modified by any government or regulatory authority in a manner that affects Romtec or any of Romtec's applicable suppliers/vendors for this order, Romtec reserves the right to adjust the pricing and delivery schedule of the affected goods to reflect the increased costs and/or lead times.

The price above is contingent on the use of this Purchase Agreement only. Any proposed modifications to the terms or use of an external purchase agreement may result in a price increase. Signing this form is explicit acceptance of the Terms & Conditions.

Customer/Owner Authorized Signature

Date

Romtec Inc. Authorized Signature

Date

Customer/Owner Printed Name

Romtec Inc. Printed Name



## Romtec - Basic Schedule of Values

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE
001	Delivery of Design Submittal (SSDS)	10%
002	Delivery of Sealed Plan Set (or Production and Delivery of Building Authorized)	20%
003	Delivery of building package(s)	70%
004	Freight	TBD
005	Sales Tax	TBD
<b>GRAND TOTALS</b>		<b>100%</b>

### Notes:

- This standard Schedule of Values is contingent upon an approved customer credit application.
- Romtec will invoice monthly for work completed related to all payment milestones above.
- All payments are due NET 30 of invoice date.
- Romtec does not accept partial payments nor any offsets/retainage.
- Payment obligations are not contingent upon customer receipt of payment from any external entity nor per the terms of any external agreement.
- Any failure to meet payment obligations may void these terms and grants Romtec the right to require new terms, including the right to require prepayment of all remaining milestones.
- At the time the customer formally authorizes Romtec to proceed with production and delivery, Romtec will confirm the delivery date with the customer. Note that Romtec does NOT have capacity for long term storage of completed goods, and the customer must accept delivery no later than the agreed date. If necessary, the customer must arrange for storage of delivered goods at a different location. Regardless of any customer caused delay of delivery, Romtec will invoice for completed goods that are ready to ship.

Please sign to acknowledge acceptance of this schedule of values:

Signature

Date



18240 NORTH BANK ROAD  
ROSEBURG, OR 97470  
Phone: 541-496-3541  
Fax: 541-496-0803

# Preliminary Project Information

Romtec uses info provided on this form to create customer accounts in Romtec's accounting system. Please fill out the form as completely as possible.

- Please write "N/A" for any items that are not applicable.
- For duplicate items (such as if the customer and Owner are the same entity), feel free to write "same as above".
- If the project is not bonded, please write "No bond" in the Project Bond Information field.

Note: If the customer is not pre-paying 100% of the purchase order, Romtec will review the customer's publicly available credit info and provide a Schedule of Values (SoV) for review and approval by the customer.

## Customer/Contractor Info

Company Name:  Year Established:   
Billing Address:  Street Address:   
City:  State:  Zip:  Phone:   
Accounts Payable Contact:  AP Phone:  AP Email:   
Federal ID No.:  Tax Exempt? ☐ No ☐ Yes (Please provide certificate)

## Project Info

Project Name:  Government Agency:   
Project Main Contact:  Phone:   
Site Address:   
City:  State:  Zip:

## Prime Contractor (General Contractor)

Company Name:  Year Established:   
Billing Address:  Street Address:   
City:  State:  Zip:  Phone:

## Owner

Org Name:  Year Established:   
Billing Address:  Street Address:   
City:  State:  Zip:  Phone:

## Project Bond Info - If Project is Bonded, please provide a copy

Bonding Company:  Address:   
City:  State:  Zip:  Phone:   
Bond No.:  Underwriter:  Fax: