



Preliminary Scope of Supply and Services
Building Supply and Installation

Project: Meinig Memorial Park (Restroom)
Customer: City of Sandy
Location: Sandy, OR
Date: January 16, 2026



OVERVIEW

The following is a detailed scope of products and services that will be included as part of the Romtec building package and installation services. Romtec's proposal includes the supply and installation of the specified building kits as defined herein (with exclusions noted below).

See Section 3 below for the scope of supply and services supplied by others that are not supplied by Romtec.

KEY ASSUMPTIONS

Romtec's Installation Quote is based on the following:

1. **Building Construction Timeline.** Romtec's estimated installation time is **2-3 months** for the Meinig Park Restroom and Pavilion Structures. Romtec's proposal is based on the requirement that the building site(s) be fully prepared and ready for Romtec to begin construction by **TBD (Summer/Fall 2026)**. This proposal is also based on the following milestone dates:
 - a. Purchase Order executed no later than **TBD (January/February 2026)**
 - b. Any relevant Romtec submittal document(s) approved no later than **TBD (45 days after purchase)**
 - c. Notice to Proceed on Production no later than **TBD (90 days after purchase)**
 - d. Site preparation and relevant Permits completed and delivered to Romtec for review/approval no later than **TBD (at least 30 days prior to delivery)**
 - e. Romtec site delivery/mobilization to begin no later than **TBD (Summer/Fall 2026)**

Note: All site prep activities must be completed (by others) before Romtec can schedule mobilization of the install crew. Any changes to the schedule caused by others or outside of Romtec's control will result in price changes. Any delay to mobilization requires rescheduling based on the availability of Romtec's install crew. Romtec's install crew does not remain on standby during delays caused by others.

2. **Installation assumes one mobilization.** If Romtec is required to demobilize and remobilize for any reason outside of Romtec's control, it will result in a change order and schedule adjustment.
3. Work Hours are Monday through Saturday 7:00am – 7:00pm.
4. The Romtec Proposal requires a walk through and sign off upon completion of the Installation of the Romtec Building Package. In other words, once Romtec has completed the installation work, the general contractor, owner, and/or their representatives must inspect and confirm the completed installation within a reasonable time.
5. The jobsite is semi-truck accessible.
 1. Freight quotes are valid for 30 days only, after which the price is subject to change without notice.
 2. 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.

6. **Union workers NOT required for Romtec's Installation Scope.**
 1. Prevailing Wage required.
 2. Compliance with Davis Bacon Act required.
 3. **NO** Skilled and Trained Workforce compliance included.
 4. **NO** Project Labor Agreement compliance included.

This scope letter will be superseded by the Romtec Scope of Supply, Design, and Installation Submittal to be provided to the customer after receipt of contract.

1. Romtec Scope of Supply

1. Engineering Services

Romtec will provide engineering services per the following process outline. Romtec will provide the full Scope of Supply, Design, and Installation Submittal (SSDIS) after receipt of a signed purchase order.

1. Romtec provides the full Scope of Supply, Design, and Installation Submittal package (SSDIS)
 - a. Romtec provides the SSDIS in Romtec's standard electronic submittal format.
 - b. The SSDIS will include the building plan view and elevation drawings, product data sheets, and further details of the Romtec building. The SSDIS supersedes this preliminary scope letter.
2. Customer reviews and comments on the SSDIS
 - a. At this time, the SSDIS should also be provided for review and comment by any other relevant entities, such as an end owner, installer, electrician, utility company, etc.
 - b. The SSDIS 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.
 - c. Customer will have 45 days from purchase order date to approve the SSDIS.
3. Customer Approves the SSDIS and releases Romtec to begin production.
 - a. The customer approves the SSDIS and releases Romtec to begin production by signing the Submittal Approval and Notice to Proceed on Production forms included in the SSDIS. Romtec cannot begin production without a signed NTP form.
 - b. The customer's approval of the SSDIS is approval of the general building layout and relevant products/ materials. Romtec will provide sealed plans only AFTER the SSDIS is approved.
 - c. 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.
4. Romtec provides the Full Sealed Plan Set
 - a. 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 4.5.6 below). The full plans are for review by the local building department (or relevant permitting authority).
 - b. 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.
 - c. Romtec's standard plan size is 11"x17".
5. The local building department reviews and comments on the Romtec plans
 - a. Romtec will revise and resubmit the Full Sealed Plan Set per comments from the local building department (or relevant permitting authority).
 - b. Romtec includes one revision of the Full Sealed Plan Set in response to building department comments. Any comments that result in revisions of the sealed plans may result in a price increase, especially if they affect items that are already in production.
6. The local building department approves the revised Romtec plans.
 - a. Romtec will provide up to two (2) sets of the final, approved, for-construction plans.
 - b. Romtec will complete production/manufacturing of the building package per the final approved plans.
7. Romtec delivers the completed building package and mobilizes for installation.

- a. 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 Romtec installer.
- b. Romtec Installer completes installation.
- c. Romtec's warranty period begins.

2. Structure

The Romtec building package has been quoted with the specific products and colors noted below. Any changes to these selections may result in a price change.

1. Exterior walls: Concrete Masonry Units (aka CMU or "concrete blocks"), smooth-face, mortar joint.
 - a. Block color: **gray**.
 - b. Exterior finish: Fiber cement board and batten above stone veneer over insulation.
 - c. Fiber cement painted with Palomino Historic by Miller Paint.
 - d. Stone veneer color to be Sevilla Dressed Fieldstone.
 - i. Pier caps in Slate Gray.
 - e. Anti-graffiti coating for exterior wall.
 - f. 24" x 12' long retaining wall.
 - i. Waterproofing for the retaining wall.
 - ii. Stone and pier caps.
2. Interior Wall Options
 - a. Cove base: Sanitary tile in **white** (restroom walls only).
 - b. Latex epoxy paint in SW Moderate White.
3. Interior Floor Finish: Sealed concrete.
4. Exposed Steel Brackets (if any): Powder coated **black**.
5. Doors, frames, and hardware: Steel, powder coated **RAL 7011**.
 - a. Hinges: Stainless steel, ball bearing.
 - b. Door Closer(s): Grade 1 heavy duty.
 - c. Kick Plate(s): stainless steel.
 - d. Threshold(s): Aluminum alloy.
 - e. Sweep(s): Aluminum alloy with neoprene sweep.
 - f. Door Locks:
 - i. Restroom doors only: Interconnected lock with occupancy indicator and one-way deadbolt.
 - ii. Restroom doors only: Magnetic locking system.
 - g. Utility Door: Double door, frame
 - i. Door Locks: Grade 2 lever lock with latch guard.
6. Roof System
 - a. Wood truss roof package
 - i. Batt insulation.
 - ii. 1"x4" Cedar Trim
 - iii. Simpson anchors/ties
 - iv. Roof Sheathing
 - v. Lumber for truss blocking, top-of-wall blocking, eave/vent blocking
 - vi. Vents
 - vii. Ice and water shield.
 - viii. Interior trim boards
 - b. Roofing Finish: Metal Panels
 - i. Fabral, 26-gauge, Horizon 16, standing seam.
 - ii. Color selected **Light Gray 889**.
 - c. Roof Extension: Timber truss and post.
 - i. Stone bases for timber posts.
 - d. Rain gutter and downspout.

3. Plumbing Fixtures and Accessories

1. Toilet(s): China porcelain, floor mount, manual lever flush valve(s).
2. Sink(s): China porcelain, wall mount, single push-button faucet(s).
3. Grab Bars: Stainless steel, wall mount.
4. Toilet Paper Dispenser(s): Stainless steel, wall mount, 2-roll capacity.
5. Soap Dispenser(s): Stainless steel, wall mount, automatic.
6. Trash Can: 13-gallon, stainless steel, surface mount, with lid.

4. Electrical Fixtures

1. Exterior light fixtures
 - a. LED downlight, wall cylinder.
 - b. Controlled by photocell.
2. Interior light fixtures
 - a. Recessed light.
 - b. Controlled by motion sensor.
 - c. Mechanical room to have LED, 48", ceiling mount, vapor tight.
 - d. Controlled by switch.
3. Mechanical Exhaust: Inline fan(s), ducting, register(s).
 - a. Mechanical heated intake air.
4. Heating: Surface mount, 2250-4500 Watt in mechanical room only.
5. Hand Dryer(s):
 - a. Wall mount, ThinAir.
6. Breaker Panel: 100 amp, single-phase, rain tight.
 - a. Sized for Romtec supplied equipment only.

2. Romtec Fabrication and Installation

The following are included in the fabrication and installation services for all buildings provided by Romtec:

- i. Foundation and Under-slab
 1. Equipment for excavation of foundation and slab.
 2. Installation of forming material for foundation and slab.
 3. Installation of Romtec underground utilities, including connection to the site plumbing and electrical utilities within 10' of the building (plumbing, sewer, and electrical)
 4. Backfill of Romtec underground utilities.
 5. Placement of rebar.
 6. Pouring of foundation slab.
- ii. Masonry Walls
 1. Installation of CMU block
 2. Placement of door frames, windows, and vents within CMU walls
 3. Placement of J-bolts or Glulam Brackets as applicable
- iii. Roof Structure
 1. Carpenters' installation of roof framing
 2. Installation of roofing underlayment
 3. Installation of roofing system
- iv. Interior Finish
 1. Painting of interior walls
 2. Placement of cove base tile
 3. Sealing of all exposed wood
- v. Rough-In Plumbing/Electrical
 1. Installation of drain and vent lines
 2. Installation of water lines
 3. Installation of main breaker panel(s)
- vi. Doors and Hardware
 1. Installation of Doors and hardware
- vii. Installation of Finish Plumbing and Electrical
 1. Installation of plumbing fixtures

2. Installation of electrical fixtures
- viii. Installation of all other applicable building kit components and fixtures that are supplied by Romtec (e.g. (if applicable), partitions, dispensers, ADA equipment, mirrors, diaper decks, etc.)
- ix. Completion of all applicable building inspections related to Romtec's installation.
- x. Demonstration of full function and operation per approved designs and data sheets

3. Owner Responsibilities (By Others)

1. Site Preparation (All Structures)

1. Building Pad

The general contractor will be responsible for preparing the site and building pad prior to Romtec's arrival for installation work. The building pad must be level and compacted to within 6" of the finish floor elevation before Romtec arrives. The pad must be prepared per the requirements of any available geotechnical report.

Note: Any site grading or removal and replacement of fill materials for the building pad must be completed prior to Romtec's arrival. Romtec's installation services do not include excavation beyond what is necessary for forming and pouring the concrete and slab. Romtec is providing footings for the roof extension and attached retaining wall only.

2. Soil Disposal

Romtec is not disposing of any soils from the site.

3. Excavation and Backfill for Retaining Wall and Restrooms.

The excavation for the retaining wall and restroom walls is by others, not Romtec. Site excavation must be completed prior to Romtec mobilization.

4. Surveying and Staking

Romtec is not responsible for any site surveying or staking. Any required surveying and staking related to Romtec's work area must be completed prior to Romtec's arrival onsite.

2. Utilities (All Structures)

1. Site Utilities

Romtec is excluding the supply and installation of all incoming utilities. Utilities must be in place and available prior to Romtec's arrival onsite. **All utilities must be brought within 10' of the building pad prior to Romtec's arrival.** If the utilities are not in place and ready to use prior to Romtec's arrival, there will be additional charges for any required remobilization.

Note: Romtec has assumed that the site utility sizing matches what is shown on the Romtec plans. Any changes to the site utility sizing must be communicated to Romtec as soon as possible.

2. Electrical Transformer(s), Service Meter(s), and Meter Base(s)

Romtec is excluding the supply and installation of any required electrical transformer, service meter, and meter base. If required, these items must be supplied and installed by others. If the electrical transformers are required for Romtec to perform installation work, they must be installed and functioning prior to Romtec's arrival for installation work.

3. Electrical Junction Box

Romtec is excluding the supply of any required external electrical junction box associated with the Romtec building(s). Any required external junction box must be

installed and ready for Romtec's use prior to Romtec's arrival onsite.

4. **Other Electrical**

Romtec is excluding the supply and installation of any electrical items not shown on the Romtec supplied panel.

5. **Water Line Drain Valves and Sewer Line Back Flow Check Valves**

Romtec is excluding the supply and installation of any required water line drain valves and/or sewer line backflow check valves.

6. **Retaining Wall Drainage**

Romtec is excluding any required drainage for the retaining wall. Any required drainage for the retaining wall is by others, not Romtec.

3. **Site Concrete and Landscaping (All Structures)**

1. **Sidewalks and Sidewalk Approaches**

Romtec is excluding the supply and installation of all sidewalks and sidewalk approaches.

2. **Landscaping**

Romtec is excluding the supply and installation of any landscaping.

4. **General Exceptions/Exclusions**

1. Unless otherwise stated, Romtec is not proposing to meet any Buy America standard for materials.
2. The following items will be supplied by **others** if applicable:
 1. All Permits related to construction and installation of Romtec Building
 2. Bonding (unless otherwise stated)
 3. Storm water and/or pollution prevention plans
 4. Erosion control plans
 5. Site specific safety plans
 6. Site specific protection plans
 7. Tree protection plans
 8. Site preparation per geotechnical report
 9. Backfill required for all structures.
 10. Additional licenses except for a City Business License, if required
 11. Special inspection services
 12. Rock excavation
 13. Demolition of existing structures
 14. Removal of excavated materials
 15. Site grading or asphalt paving
 16. Masonry pavers
 17. Booster pumps &/or pressure reducing valves.
 18. Backflow check valves.
 19. Fire alarm & fire suppression equipment.
 20. Irrigation Equipment
 21. Gutters and downspouts
 22. Lighting equipment not attached to the building.
 23. Electrical transformer(s), external electrical junction box(es), service meter(s)/meter base(s)
 24. Landscaping
 25. Plumbing freeze protection
 26. Site plans
 27. Sidewalks
 28. Construction mock-ups
 29. Construction fencing
 30. Retaining wall drainage
3. 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.
4. 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.

5. 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.
6. 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.

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

4. Warranty and Limitations

1. 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>

2. Disclaimers

1. Stone and mineral products such as tile, stone veneer, and concrete will all show surface cracks over time due to multiple factors, including building settling, wall movement, environmental conditions, and maintenance/upkeep (or lack thereof). Romtec cannot guarantee that stone products in the building will not eventually crack. Repairing of cracks in stone products is a maintenance issue, not a warranty issue. In other words, stone products in the building may eventually crack, and repair of these cracks is not covered under the Romtec warranty.
2. Romtec passes along the manufacturer's warranty for metal roofing. Most metal roofing manufacturers intend for their roofing 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.
3. Smooth face CMU block can have a significant variation in color and texture and should never be used as an architectural finish. Smooth face CMU block should always be either painted or have siding covering it. Romtec does not guarantee uniform color or texture of block, nor claim that any aspect of block color or texture will remain stable over time.

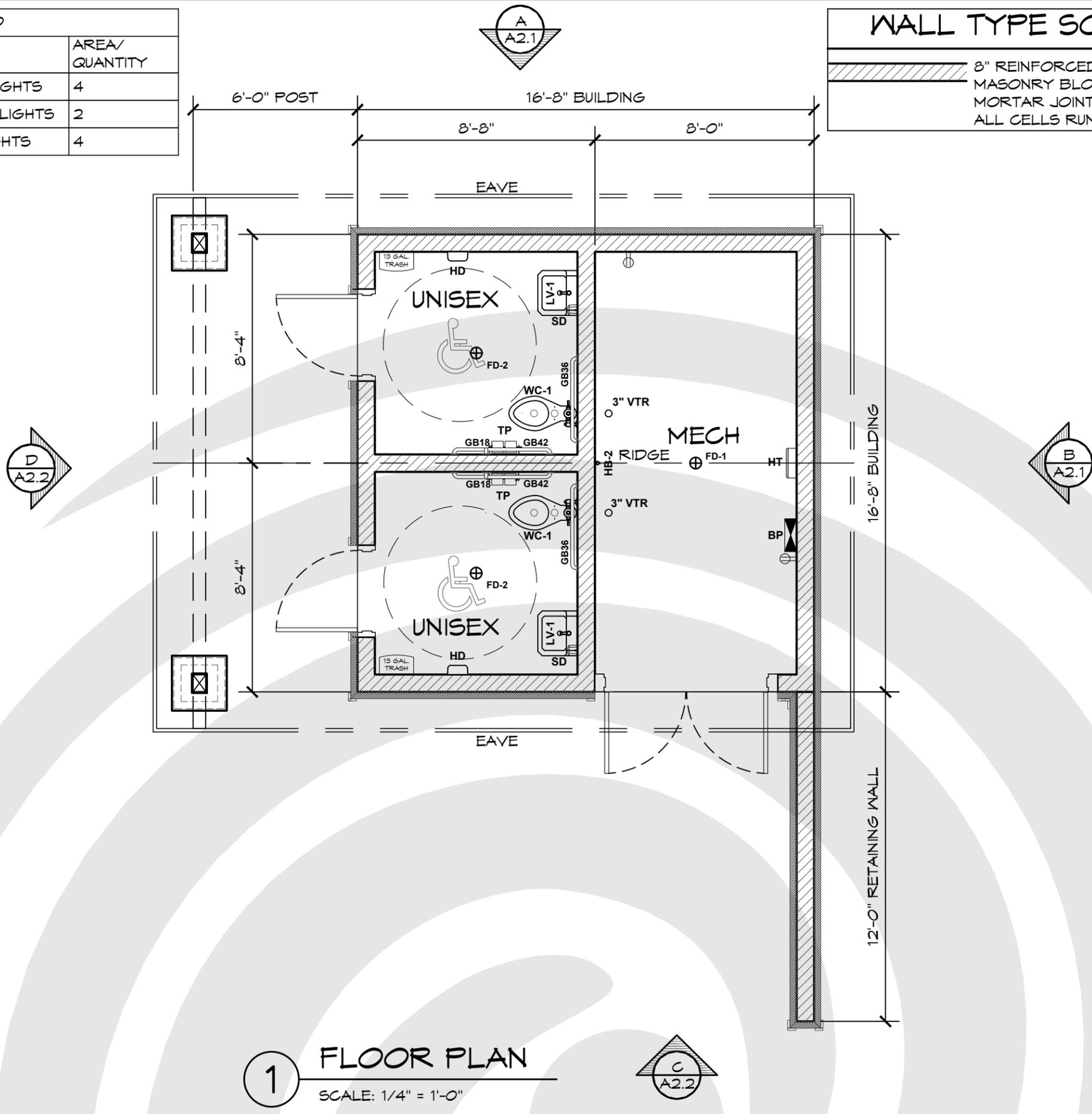
LEGEND		
SYMBOL	DESCRIPTION	AREA/ QUANTITY
	EXTERIOR WALL LIGHTS	4
	INTERIOR CEILING LIGHTS	2
	INTERIOR REC. LIGHTS	4

WALL TYPE SCHEDULE	
	8" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS, GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.

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
(541) 496-3541 FAX (541) 496-0803



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

PROJECT: MEINIG MEMORIAL PARK
SANDY, OREGON
SHEET TITLE: FLOOR PLAN

PROJECT #: 2777
DATE: 01/13/26
DRAWN BY: DM/JRM

REV.	DATE:	BY:

REVISIONS:

SHEET NO. **A1.1**

CHANGE ORDER



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

CO Date
2/18/2026

CHANGE ORDER #1

Meinig Memorial Park Pavilions Project

Customer:

City of Sandy
 Tiana Rundell
 39348 Pioneer Blvd
 Sandy, OR 97055

Awarded Contracts:
 052725 - Restroom and Shower Facilities Solutions
 092325 - Open Air Structures and Related Equipment

Supply Change Order Description	Extended Price
Romtec Restroom - "Design & Supply ONLY" per Romtec Drawings and Scope of Supply & Services dated 1/16/2026	\$ 142,971.00
Sourcewell DISCOUNT: Available only to members of Sourcewell (9%)	\$ (12,868.00)
Freight/Packaging to: Sandy, OR	\$ 2,804.00
SCOPE OF SUPPLY CHANGE ORDER SUBTOTAL	\$ 132,907.00
<i>PREVIOUS ROMTEC INC. SUPPLY SUBTOTAL</i>	<i>\$ 259,241.00</i>
NEW ROMTEC INC. SUPPLY SUBTOTAL	\$ 392,148.00

Services Change Order Description	Extended Price
Romtec Restroom - "Installation ONLY" per Romtec Drawings and Scope of Supply & Services dated 1/16/2026	\$ 201,576.00
SCOPE OF SERVICES CHANGE ORDER SUBTOTAL	\$ 201,576.00
<i>PREVIOUS ROMTEC INC. SERVICES SUBTOTAL</i>	<i>\$ 141,733.00</i>
NEW ROMTEC INC. SERVICES SUBTOTAL	\$ 343,309.00

REVISED ROMTEC INC. PURCHASE ORDER TOTAL	\$ 735,457.00
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***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.**

*This change order, and any previously authorized changes orders constitute the only modifications and/or supplements to the purchase order.

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

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.

Customer/Owner Authorized Signature _____ Date _____ Romtec Inc. Authorized Signature _____ Date _____

Customer/Owner Printed Name _____ Romtec Inc. Printed Name _____

Customer/Owner Company _____