



FOUNDED 1911

ADDENDUM 01 – PRE BID MEETING MINUTES

FROM: Mick Richmond, AIA
PROJECT: Union County Courthouse Window Replacement
RE: Pre-Bid Conference
DATE: 3/27/2026
TIME: 2:00 PM
ATTENDEES: Mick Richmond Brame Heck m.richmond@brameheck.com
 Keith Timmons KBT info@kbtcorp.com
 Chrislyn
 Mike Bond Construction chrislyncustoms@gmail.com

Meeting was held on site to review project conditions, project scope, and bidding process. The following items were discussed:

- 1) ACM Report – owner is requested to advise if there is an existing hazardous materials (Lead Paint, Asbestos) report available for the building. If there is none, testing can either be provided by the contractor as part of the contract, or the Owner may have one prepared prior to the start of work. Any abatement that is required would become part of the Contractor’s responsibility.
- 2) Color of the windows frames – the replacement window frames should be factory coated to match the color of the existing windows that are being replaced. Windows are off-white in color. Physical samples must be submitted for selection / verification prior to fabrication.
- 3) Basis of design – the specified storefront frames are the basis of design. Contractors are free to propose alternative methods that achieve the same aesthetic and appearance. Proposed substitutions should be noted in the bid, with any associated effect on pricing.
- 4) Brick Repointing – the extent of brick repointing was discussed.
 - a. In response, please **ADD** the attached specification section 012200 UNIT PRICES to the project specification. This section addresses the unit pricing for the masonry repointing.
 - b. In addition, **REPLACE** specification section B BID PROPOSAL with the attached section. A line has been added to the bid form for unit pricing (per 10 sf of wall surface) of the masonry repointing.
- 5) Project Schedule – The bidding schedule is outlined in the project advertisement. The County expects the work to be substantially complete on or before July 17, 2026, and closed out on or before August 14, 2026. A proposed project schedule is attached.

Meeting adjourned at approximately 3:00 PM

REPORT PREPARED BY: 
Brame Heck ARCHITECTS INC

cc: File
Attendees listed above
James Williams, Union County Coordinator
Kellie Rhodes, Clerk of Circuit Court & Comptroller

ATTACHMENT(S)

The above minutes are written in paraphrase. If any additions or corrections are needed, please notify Architect immediately for correction.

SECTION 012200 - UNIT PRICES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for unit prices.
- B. Related Requirements:
 - 1. Section 012600 "Contract Modification Procedures" for procedures for submitting and handling Change Orders.

1.3 DEFINITIONS

- A. Unit price is an amount incorporated into the Agreement, applicable during the duration of the Work as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to or deducted from the Contract Sum by appropriate modification, if the scope of Work or estimated quantities of Work required by the Contract Documents are increased or decreased.

1.4 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.
- B. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.
- C. List of Unit Prices: A schedule of unit prices is included in Part 3. Specification Sections referenced in the Part 3 "Schedule of Unit Prices" Article contain requirements for materials described under each unit price.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF UNIT PRICES

A. Unit Price No. 1- Brick Repointing:

1. Description: repointing of brick as described in Section 040323 "Masonry Repointing."
2. Unit of Measurement: cost per 10 square feet of wall surface.
3. Quantity Allowance: Assume that 10% of all exterior wall surfaces of the building will require repointing. Architect will walk the project with the contractor during pre-construction to determine the extent of the work required. (The majority of the work will be on the cornices on the 1999 addition.)

- B. Note that repointing is separate from masonry cleaning. All exterior masonry surfaces are to be cleaned.

END OF SECTION 012200

UNION COUNTY
COURTHOUSE WINDOW REPLACEMENT
ARCHITECT'S PROJECT NUMBER UC251102

BID PROPOSAL

THE UNDERSIGNED hereby propose(s) to furnish all materials, labor, and supervision for the construction of the subject project including conformance with the construction requirements and specifications for the following lump sum price:

**ITEMS OR QUANTITIES MAY BE INCREASED, DECREASED, OR OMITTED AS DIRECTED BY THE ARCHITECT
ALL MATERIALS AND CONSTRUCTION MUST CONFORM TO THE REQUIREMENTS OF THE LATEST EDITION OF
THE FLORIDA BUILDING CODE. ALL INCIDENTAL WORK MUST BE INCLUDED IN THIS PRICE.**

PROJECT BID TOTAL:	\$
---------------------------	----

UNIT PRICE (Masonry Repointing):	\$	/ 10sf
---	----	--------

ADDENDUM ACKNOWLEDGEMENT	
Number	Date Received

FIRM NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

EMAIL _____

Authorized Representative NAME (PLEASE PRINT OR TYPE)

SIGNATURE _____

DATE _____

THIS PAGE MUST BE USED FOR BID PROPOSAL

DESIGN SCHEDULE Union County Courthouse Window Replacement

Task	Start Date	Duration	End Date Day
Notice to Proceed (Design)	received	0 days	01/12/2026 <i>(Mon)</i>
Design Development	01/12/2026	32 days	02/13/2026 <i>(Fri)</i>
Construction Documents	02/13/2026	28 days	03/13/2026 <i>(Fri)</i>
Bid Package Issued	03/13/2026	14 days	03/27/2026 <i>(Fri)</i>
Bidding	03/27/2026	28 days	04/24/2026 <i>(Fri)</i>
Notice to Proceed (Construction)	04/24/2026	0 days	04/24/2026 <i>(Fri)</i>
Permitting	04/24/2026	28 days	05/22/2026 <i>(Fri)</i>
Construction (Substantial Comp)	05/22/2026	56 days	07/17/2026 <i>(Fri)</i>
Final Completion / Closeout	07/17/2026	28 days	08/14/2026 <i>(Fri)</i>