



PURCHASING DEPARTMENT  
1772 County Services Parkway  
Marietta, Georgia 30008-4012  
(770) 528-8400/FAX (770) 528-1154

Rick Brun  
DIRECTOR

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**ADDENDUM No. 1**  
**Fire Station Renovations**  
**Kitchen Exhaust Hood for Fire Stations 16, 20, and 23**  
**Sealed Bid # 10-5465**  
**DATE: January 29, 2010**

Page 1 of 4

The following addendum hereby amends and/or modifies the Proposal Documents and Specifications as issued for this project. All proposers are subject to the provisions of this Addendum. **Proposers shall acknowledge receipt of this addendum.**

**This Addendum consists of:**

- **Minutes of the January 26, 2010 Pre-Bid Meeting**
- **Attached Drawing**

Include this original form inside your proposal package when submitted.

If you have any questions concerning this addenda please contact: John Flood @ 770-528-8418

**All bids must be received before 12:00 (noon) by the Bid Opening date. Bids should be sent/delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.** Bids will be opened at 2:00 p.m. in the Cobb County Purchasing Department, 1772 County Services Parkway, Bid/Meeting Room, 2<sup>nd</sup> Floor, Marietta, GA 30008.

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**I acknowledge that I have received Addendum No. 1**

Sealed Bid # 10-5465  
Fire Station Renovations  
Kitchen Exhaust Hood for Fire Stations 16, 20, and 23

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Sent to Purchasing

\_\_\_\_\_  
Please Print Name

**Please sign, date, and fax back this form ONLY to:**  
**Fax #: 770-528-1154**  
**Attn.: John Flood**  
**Please call 770-528-8400 for questions regarding this addendum.**

**PRE-BID MEETING MINUTES  
NON-MANDATORY PRE-BID CONFERENCE  
FIRE STATION RENOVATIONS – KITCHEN EXHAUST HOOD  
RENOVATION FOR FIRE STATIONS 16, 20 and 23**

**SEALED BID NO. 10-5465**

**Date: January 26, 2010**

**Time: 3:00 pm EST**

**Place: Cobb Fire Services Multi-Purpose Room  
Cobb County Property Management Department  
57 Waddell Street  
Marietta, Georgia 30060**

- Attendees – see attached sign in sheet
- Meeting called to order at 3:00PM by Mark Kohntopp.
- Review of Project Bid Requirements
  - Important Project dates:
    - Bid Opening date is February 11, 2010 at 12:00 noon – bids will be opened at 2:00 pm.
    - All questions must be in writing and addressed to the Owner no later than Tuesday, February 2, 2010 at 5:00 pm.
    - Tentative Project Completion date is February 16, 2010.
  - Bidders must indicate the following information on the sealed envelope
    - Bid Number
    - Hour and Date of Bid Opening
    - Name of Bidder
  - Major project elements – David McDowell
    - Brief introduction to project
    - Fire Stations must be secure at all times, Contractor must plan work schedule accordingly. Contractor should schedule work as to not impede emergency personnel and/or equipment.
  - Project Team
    - David McDowell., Project Manager, Property Management
    - Bob Harrison, Director of New Construction, Property Management
    - Mark Reida, Facilities Supervisor, Cobb Fire & Emergency Services
    - Capt. Jay Westbrook, Fire Marshal, Cobb County Fire & Emergency Services

○ **Called for questions**

• **Bidder Questions**

Q1. Will there be makeup air?

A1. *No, the system will be exhaust air only.*

Q2. Are there any bonds on the roofs?

A2. *No.*

Q3. The drawings indicate it is the contractor's responsibility to remove or modify the existing kitchen cabinets adjacent to the new hood.

A3. *Please see revised drawing attached to indicate the existing cabinets are to be modified to accommodate the new hood.*

*Comment by Capt. Westbrook;*

*The roofs are all pitched roofs.*

*Trusses are of wood construction. Some systems have a zero clearance and will require offset of the exhaust pipe.*

*Comment by Mark Kohntopp: The bid documents will be revised on page 12, Terms and Conditions, paragraph 3, Bonds, to delete "cashier's check and certified check."*

*End of Questions*

Mark Kohntopp called the meeting adjourned

