



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

Mark Kohntopp  
INTERIM DIRECTOR

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**ADDENDUM No. 1**

**Sealed Bid # 10-5529  
RFP - HVAC System Improvements Project  
Powder Springs Station  
Cobb County Property Management Department  
DATE: September 17, 2010**

Page 1 of 5

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

**Proposers shall acknowledge receipt of this addendum.**

Include this original form inside your proposal package.

**This Addendum consists of:**

- **Minutes of the September 7, 2010 Pre-Proposal Conference**
- **Revised Bid Form**
- **Pre-Proposal Meeting Attendee List**

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**All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.**

**Electronic / faxed bid response will not be considered.**

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

**Sealed Bid # 10-5529  
RFP - HVAC System Improvements Project  
Powder Springs Station  
Cobb County Property Management Department**

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

\_\_\_\_\_  
Signature

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

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

Please sign, date, and return this form ONLY to:  
Cobb County Purchasing Department  
Fax #: 770-528-1154  
E-Mail: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

Please note: The deadline for questions is: September 14, 2010 by 5:00 pm  
Any questions received after this deadline will not be considered.

ADDENDUM #1 – DATED SEPTEMBER 17, 2010

Sealed Bid # 10-5529  
RFP - HVAC System Improvements Project  
Powder Springs Station  
Cobb County Property Management Department

BIDDERS ACKNOWLEDGE RECEIPT OF ADDENDA BY INSERTING THEIR NUMBER AND DATE ON THE BID FORM. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION. ADDENDA FORM PART OF THE CONTRACT DOCUMENTS.

IN THE EVENT OF A CONFLICT BETWEEN THESE ADDENDUM # 1 ITEMS AND THOSE IN THE OTHER PARTS OF THE CONTRACT DOCUMENTS, ADDENDUM #1 ITEMS SHALL TAKE PRECEDENCE AND GOVERN.

**Item # 1: Minutes from the pre-bid meeting held September 7, 2010:**

I. County Bidding Requirements

Bill Thomas outlined the general bid rules. He reminded bidders of the following:

The bid must be received at Purchasing by 12 PM on September 23, 2010. It will not be accepted after that time.

The bidder's name and clear identification on the envelope as a bid submittal needs to be on the outside of the package, since accidental opening would cause it to no longer be a sealed bid. Label was inserted in Bid Package for bidders use.

There should be two (2) copies in addition to the original with the original marked as such.

**A bid bond covering five percent (5%) of the base bid amount must be included, or the County cannot read or otherwise accept the bid.**

A certified or cashier's check can be in lieu of the Bid Bond or it can be in cash with proof of identification.

Bids will be opened 2:00 p.m. on September 23, 2010 at Purchasing. **The bid opening will be televised on Channel 23.**

All questions are to be sent to the Purchasing Department via facsimile @ 770-528-1154 or E-mail at Purchasing@ cobbcounty.org no later than 5:00 PM on September 14, 2010. Please reference the bid number and the bid title on all submissions.

Any comments or questions from this meeting and any questions submitted in writing will be responded to in the form of an addendum to be sent out to all those on record as having received copies of the plans.

**Item #2 Discussion of Requirements**

Bob Harrison, Division Manager at Property Management, discussed the Project including contract, insurance and bond requirements.

-This job does require payment and performance bonds.

-We provide the forms.

-Payment and Performance bonds are required to be resubmitted to us within 10 business days along with an executed contract.

-The insurance requirements are in the specifications.

This a Federal Energy Stimulus project and will require the bidders to meet all Federal guidelines for the project.

Bob Harrison introduced the following attendees:

- Travis Stalcup, Project Manager, will be responsible for managing the project on our side.
- Dan Clifford, the engineer of record, will answer any of the technical questions.

**Item #3 Discussion of the Project by Bob Harrison and Travis Stalcup**

Project is turn key all work will be performed by the contractor. This includes installation of structural steel to support unit, wiring the unit and all controls and PIUs. Ductwork shall be the responsibility of the Contractor not the Owner.

Project calls for a seventy day (70) schedule for substantial completion from date of Owner's "Notice to Proceed". Failure to meet date will result in liquidated damages being charged at a rate of \$250 a calendar day.

**Item #5 REPLACEMENT OF BID FORM PAGE 1 OF 3**  
**REPLACE BID FORM PAGE 1 OF 3 IN ORIGINAL BID PACKAGE WITH REVISED BID FORM PAGE 1 OF 3 IN ADDENDUM 1.**

TO: COBB COUNTY BOARD OF COMMISSIONERS

THE UNDERSIGNED HAVING EXAMINED THE PROPOSED CONTRACT DOCUMENTS TITLED:

Purchase and Installation of HVAC System  
Property Management Department  
Powder Springs Station

SEALED BID #10-5529

AND HAVING VISITED THE SITE AND EXAMINED THE CONDITIONS AFFECTING THE WORK, HEREBY PROPOSES AND AGREES TO FURNISH ALL LABOR AND MATERIALS, EQUIPMENT, AND APPLIANCES AND TO PERFORM THE OPERATIONS NECESSARY TO COMPLETE THE WORK AS REQUIRED BY SAID PROPOSED CONTRACT DOCUMENTS, FOR ALL OF THE WORK IDENTIFIED AS TOTAL LUMP SUM QUOTE FOR ALL ITEMS AS SPECIFIED FOR THE STIPULATED SUM OF:

HVAC Equipment	(\$_____)
Duct Work	(\$_____)
Controls	(\$_____)
Structural Steel	(\$_____)
Electrical Wiring	(\$_____)

GRAND TOTAL:  
\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)

The undersigned understands and agrees also to comply with and be bound by the entire contents of the Project Manual.

The undersigned acknowledges receipt of Addenda numbers:

1.

2.

3.

END OF ADDENDUM #1

PRE- BID CONFERENCE

REQUEST FOR PROPOSAL  
 HVAC SYSTEM IMPROVEMENTS PROJECT  
 PROPERTY MANAGEMENT  
 POWDER SPRINGS STATION  
 1150 POWDER SPRINGS ROAD  
 MARIETTA, GEORGIA 30008  
 SEALED BID #10-55289  
 COBB COUNTY PROPERTY MANAGEMENT  
 SEPTEMBER 7, 2010

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Bill Thomas	CC Purchasing			
BRAD Serati	e.escher	770-642-8299	770-642-4799	Brad.serati@eescherinc.com
Tim Bibbey	Presley Inc Po Box 390608 Swellville GA 30039	770 482 6552	770 482 6828	Presley @ presleyenterprises.com
Wendell Ryals	John F Pennebaker S. Lee Court Buford GA	678 546 8858	678 546 8828	JOHN Pennebaker @ JOHN Pennebaker . com
Bob Harrision	CC PM	770 528 2151	770 528 2148	RHarrision@Cobbcounty.org
Travis Stalcup	CC PM	(770) 528-2115	(770) 528-2148	Travis - stalcup @ Cobb County . org
Donald R McDaniel	Brown Brothers of GA	770 922 7126	770 922 9934	ron brown @ bbofga
Tim Powers	QT CONTRACTING	770 497-2040	678 364 1754	CHERRI @ CALL POWERS, com