



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 # 12-5630  
Request for Proposal  
Commercial Real Estate Brokerage Service**

**DATE: January 27, 2012**

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 January 17, 2012 Pre-Proposal Conference**
- **Questions submitted in writing**
- **Clarification to the specifications**
- **Pre-Proposal Conference attendee list**

**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 # 12-5630  
Request for Proposal  
Commercial Real Estate Brokerage Service**

\_\_\_\_\_  
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@cobbcountry.org](mailto:purchasing@cobbcountry.org)

Please note: The deadline for questions is: **January 24, 2012** by 5:00 pm  
Any questions received after this deadline will not be considered.

**Addendum 1**  
**Sealed Bid # 12-5630**  
**Request for Proposal**  
**Commercial Real Estate Brokerage Services**

**ADDENDUM #1 – DATED JANUARY 27, 2012**

**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 January 17, 2012:**

Comments by John Flood from Purchasing on Bid Requirements

The bid number is 12-5630

- ◆ Bids are to be received on 2/2/12 before 12:00 noon at Cobb County Purchasing Office, 1772 County Services Parkway. Late bids will not be accepted. 12:00 noon. The official time is by the County's clock.
- ◆ Bids will be opened at 2:00pm. Because this is a special bid opening it will not be broadcast on TV23.
- ◆ Submit Original and 5 copies of your bid. Insure that the Original is well marked.
- ◆ Bid packages: Please mark all packages w/ company names
- ◆ The cut-off date for questions is January 24, 2012 by 5:00 pm. Questions must be submitted in writing to Cobb County Purchasing at 770-528-1154 or [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org).
- ◆ Please include the bid number and bid title on page with questions
- ◆ Minutes of this meeting and any addenda will be posted on the Cobb County Purchasing webpage and notification will be e-mailed to all known parties.
- ◆ Be sure everyone in attendance signs the vendor sign in sheet before leaving.
- ◆ There is no requirement to submit a Bid Bond with this proposal.
- ◆ Introduced Bob Harrison from Property Management and Pat Riley from the Legal Department

**Item #2 General Scope of Work**

Bob Harrison outlined the general scope of work for this project.

1. Cobb County is seeking proposals from qualified Georgia-licensed real estate brokerage firms, to serve as the Broker, assisting the Cobb County Property Commission in the sale or lease of vacant office buildings/property located throughout the county.
2. The County is not interested in selling the property for bargain prices but rather selling the property for what it is worth.
3. Pay close attention to the Minimum Qualifications found on page 4 of the Project Manual, Scope of Services and Compensation found on page 5 and 6.

4. Proposals will be reviewed by a selection committee and narrowed to three firms who will be then interviewed by the Property Commission. Once a single firm has been selected the Property Commission will seek approval from the Board of Commissioners to award a contract.
5. All questions relating to this bid shall be submitted to Purchasing in writing per the requirements. Responses will be posted on the Purchasing website in writing in the form of an addendum.

### **Item #3 Questions and Answers**

**Questions below were either asked at the pre-bid meeting or submitted in writing to Cobb County following the meeting.**

**Question:** May I be furnished with a list of the properties to assist with determining the costs my firm will incur as the Broker. Any information regarding the properties, square footage, type of product, office, industrial, retail, etc. will be greatly appreciated.?

**Answer:** The complete list of properties has not been identified as of yet but will be determined by the Property Commission and presented to the Board of Commissioners prior to being listed. Four (4) properties including two (2) office buildings at 47 Waddell Street and 57 Waddell Street plus two (2) Senior Centers at 32 Fairground Street and 277 Fairground Street have been approved for sale by the Board of Commissioners. Currently the building located at 57 Waddell Street is being leased by a local law firm. Other properties that may be available for sale include fire stations, vacant lots and other office buildings.

**Question:** Will there be different commission structures for sales vs. leases and for transactions involving one brokerage company vs. transactions with two brokerage companies (a broker representing a buyer or a tenant)? Lease fees vary will modification of the commission structure be made for properties that are leased?

**Answer:** Once a firm has been approved by the Board of Commissioners terms of the contract will be negotiated and finalized. Firms should be prepared to list a compensation schedule as listed in the bid proposal on page 6 and submit with bid.

**Question:** Will the County sell a property subject to re-zoning by the Board of Commissioners?

**Answer :** The County will consider a property for rezoning, or requested to be rezoned, on a case by case basis depending upon the specific circumstances involved with the property in question.

**Question:** What information is available on each property such as surveys and environmental reports? Will the County perform surveys and environmental analysis of each property. Strongly recommend phase 1 environmental report where the property such as a fire station has possible contamination such as underground fuel tanks.

**Answer:** The County will provide all available property information to the selected firm in order to market and sell each property. Surveys and environmental reports that are part of the closing typically are performed by the purchaser.

**Question:** Will the County provide contract forms for sale, rental and lease of the properties.

**Answer:** yes

**Question:** How are the local vendor presence points assessed?

**Answer:** The local vendor presence points are additional points added to your evaluated availability score based on the dollar value of the project if your company is located within the geographical confines of Cobb County.

**Question:** Who can sign the bid proposal on behalf of the firm submitting the proposal?

**Answer:** An individual who has the legal authority to sign on behalf of the company and execute a contract obligating the firm to the terms of the contract typically a managing partner, officer of the company or owner.

**Question:** Does the selected firm have market the listed properties with signage?

**Answer:** Yes

### **Clarifications to the Specifications**

Section 8 Miscellaneous

C. Notices

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Replace this paragraph with below.

C. Notices. All written notices, demands, and other papers or documents to be given to the County under this Agreement shall be deemed delivered upon receipt if delivered personally or by overnight receipted delivery service, or three (3) business days after mailing by prepaid registered or certified mail return receipt requested, to the following addresses:

PRE- BID CONFERENCE

SEALED BID # 12-5630  
 REQUEST FOR PROPOSAL  
 COMMERCIAL REAL ESTATE BROKERAGE SERVICES  
 JANUARY 17, 2012

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
✓ Susan Adams	New Century Re. Svc. 2629 East Dr. Marietta GA 30062	770-792-0141	same	newcent@mindspring.com
✓ Barry McWhorter	McWhirter Realty 4045 Orland Rd #400 Suwanee 30080	678-385-2727	770-933-2797	BEM@mcwRealty.com
✓ Larry Culbertson	KW Commercial 1420 Peachtree St #100 Atlanta 30309	678-637-1899	404-604-3131	CULBERTSON@KWCOMMERCIAL.COM
✓ Bob Terrell	Cherokee Properties Realty	770-424-0200		CherokeeRealty 1000 Ball South, DOT
✓ DAN BUYERS	MCWHIRTER REALTY PARTNERS	770-596-2629	770-933-2797	tdb@mcwreality.com
✓ PEYTON MCWHIRTER	McWhirter Realty PARTNERS	678-385-2727	770-933-2797	pmm@mcwRealty.com
✓ Edward Welch	Horizonz Property Mgmt	678-360-6512	770-850-3090	ewelch@HorizonzProperty.com
✓ Charlie Lockwood	KW Commercial	678-298-1625	678-298-1616	Clackwood@KW.com

✓ Peter Tennis                   "   "                   678-495-1866                   "                   peter@peterTennis.net  
 DAVID MacMillan   KW Commercial   404-604-3114   404-604-3115   DAVID MACMILLAN@KWCOMMERCIAL.COM  
 JOHN FLOOD       CC. Purchasing   770-528-8418   770-528-1151   JOHN.FLOOD@COBDCOUNTY.ORG