

**KING WILLIAM COUNTY
HVAC REPLACEMENT-ADMINISTRATION BUILDING PHASE I**

**INVITATION FOR BIDS
#IFB-2016-0001**

King William County is now accepting competitive sealed bids for replacement of three (3) of seven (7) HVAC units at the King William County Administration Building located at 180 Horse Landing Road. Sealed bids will be received at the King William County Department of Financial Services until May 26, 2016 at 3 PM, at which time they will be publicly opened and read.

All bids must conform to the instructions and specifications on file in the Department of Financial Services. Copies may be requested of and questions directed to Beth Dandridge at 804-769-7965 or bdandridge@kingwilliamcounty.us. An electronic copy is also available at <http://kingwilliamcounty.us/departments-and-services/finance/procurement/>.

The County reserves the right to reject any and all bids or to accept the bid deemed most advantageous to the County.

A bidder may withdraw his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake in the bid, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

The bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. The mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents and materials submitted by the bidder shall, at the bidder's request, be considered trade secrets or proprietary information subject to the conditions of subsection F of § 2.2-4342 of the Code of Virginia.

The County will notify the bidder in writing within five business days of its decision regarding the bidder's request to withdraw its bid. If the County denies withdrawal of the bid, it will state in such notice the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder. At the same time that the notice is provided, the County will return all work papers and copies thereof that have been submitted by the bidder.