

KING WILLIAM COUNTY LIBRARY INTERIOR
IMPROVEMENTS

7890 Richmond
Tappahannock Hwy
Aylett, VA 23009

RELEASE DATE: May 20, 2025

DEADLINE FOR QUESTIONS: June 18, 2025

RESPONSE DEADLINE: June 20, 2025, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

Cathy.stevens@kwc.gov

King William County Library Interior Improvements

- I. Advertisement of Legal Notice
- II. Introduction
- III. Project Details

Attachments:

A - King William Library DWG

B – King William Library PM

1. Advertisement of Legal Notice

King William County
Library Department

INVITATION TO BID (ITB):

By authority of the Board of Library Trustees and the County of King William Board of Supervisors, sealed bids in hard copies will be accepted by 3:00 p.m. prevailing time (EST) on June 20, 2025, for the King William County Library Interior Improvements of the existing facility. Any bids received after 3:00 p.m. will not be accepted.

The Project shall be a single primary contract. The work includes demolition, framing and drywall, interior finishes, electrical, HVAC, and minor technology, plumbing, and fire protection work.

Responses shall be submitted in duplicate on or before the specified closing time in an opaque sealed envelope marked as noted within the Bidding Documents on the outside and addressed to: Cathy Stevens, **King William County Library**. Responses are to be mailed, or hand delivered to King William County, 180 Horse Landing Road, King William, VA 23086.

A walk-through for general contractors will be held on June 18, 2025, at 10:00 a.m. at King William County Library, 7890 Richmond Tappahannock Highway, King William, VA 23009, Conference Room. (The pre-bid meeting is recommended, but not mandatory for subcontractors bidding for a general contractor.)

Bid security in the form of a bid bond or certified check made payable to King William County, equal to 10% of the base bid amount, shall be submitted with the bid. Performance and Labor, Material Payment Bonds, and Certificates of Insurance will be required from the successful bidder.

The King William Library Board of Supervisors reserves the right to reject any or all documents submitted or parts thereof, to waive any irregularities or informalities in the prequalification procedures, and to approve trade contractors and vendors to bid in a manner serving the interest of King William County Library.

All bidders must comply with the applicable Virginia Law requiring the payment of prevailing wages, and bidders must comply with the Virginia Statutory requirements regarding labor and bidding, including state and local Equal Opportunity Laws.

The lowest bid will be determined by the amount of the Base Bid alone or in combination with either or both Alternate Bids as may be selected by the Board of Library Trustees.

Bidding documents, which include the Project Manual and Project Plans, will be on file and may be obtained by bidders on June 5, 2025, at 3:00 pm, for electronic distribution by email. All communication should be directed to Cathy Stevens and Stacey Davenport, 180 Horse Landing Road #104, King William, VA 23086. (EM: cathy.stevens@kwc.gov or stacey.davenport@kwc.gov) Hard copies are not available, and all costs associated with printing will be handled by the bidding contractor.

2. Introduction

2.1. Summary

The King William Library will be receiving bids in hard copy form for a single prime contract for interior improvements to the library.

The project will consist of interior renovation work at the King William Library. Work includes selective demolition, framing and drywall, interior finishes, electrical, HVAC, and minor technology, plumbing, and fire protection work.

Refer to the attachments for the full scope of work and requirements.

2.2. Contact Information

Cathy Stevens

180 Horse Landing Road
#104
King William, VA 23086
Email cathy.stevens@kwc.gov
Phone: (804)769-4928
Cell: (804)599-8965

Department:

Procurement Office: Library

Department Head:

Stacey Davenport,
County
Administrator

2.3. Timeline

Project Publish Date	June 5, 2025
Pre-Submittal Meeting (Mandatory)	June 18, 2025, 10:00am King William County Library, 7890 Richmond Tappahannock HWY, Aylett, VA 23009
Question Submission Deadline	June 18, 2025, 3:00 pm
Bid Submission Deadline	June 20, 2025, 3:00 pm
Bid Opening Location	King William County Library

3. Project Details

3.1. [Scope of Work](#)

Please see the [Attachments](#) section for full project requirements, including bid requirements and instructions, drawings, technical specifications, and attachments.

3.2. [Important Instructions for Bid Submittal](#)

King William County is accepting hard copy bid submissions only.

Please see the [Attachments](#) section for full project requirements, including bid requirements and instructions, drawings, technical specifications, and attachments.