

**DOCUMENT 020  
INVITATION TO BID**

1. **CITY OF TOPEKA PROJECT:** Project No. 241085.02 & 841100.09 ADA Ramps Replacement Project North of SW 27<sup>th</sup> to SW 25<sup>th</sup> between SW Brookfield St & Kingsrow Rd.
2. **BIDS RECEIVED UNTIL:** 2:00 P.M., Local Time, 4/29/2026, electronically using the Topeka Vendor Access website: <https://cityoftopakaks.tylerportico.com/va/vendor-access/bids> or by delivering physical hard copies prior to Closing at the office of the Contracts & Procurement Division, City Hall, 215 SE 7<sup>th</sup> Street, Room B60, Topeka, Kansas 66603.
3. **BID CLOSING:** Will be public following the receipt of bids at the office of the Contracts & Procurement Division, City Hall, 215 SE 7<sup>th</sup> Street, Room B60, Topeka, Kansas 66603.
4. **DESCRIPTION OF MAJOR UNITS OF WORK:**

ITEM NO.	DESCRIPTION	QTY	UNIT
1	6" Concrete Sidewalk Ramp	1,430	S.F
2	5' X 5' X 4" Level Concrete Ramp Pad	475	S.F
3	Ramp Combined Curb & Gutter, (mod), (Type 1)	208	L.F
4	22' X 5' Wide Valley Gutter	23	SY
5	Combined Curb & Gutter (modified), Type (varies)	220	L.F
6	4" Concrete Sidewalk, 4' wide	960	S.F
7	4" Concrete Sidewalk with Edge Curb	80	S.F
8	Aggregate Base (Type - AB3)	40	Ton
9	Asphalt Pavement Patching (2")	16	Ton
10	Seeding, Fertilizing and Mulch	0.10	ACRE
11	Inlet Protection	1	Each
12	Traffic Control	1	Lump Sum

5. **DESIGN ENGINEER:** Vincent Schuetz, COT 620 SE Madison, Topeka, KS
6. **BID DOCUMENTS:** Electronic copies (PDF's) of the bid documents (plans and specifications) and any addenda are available using the Topeka Vendor Access website. Register online at <https://cityoftopakaks.tylerportico.com/va/vendor-access/registration> .
7. **BID SECURITY REQUIREMENTS:** All bids must be accompanied by a cashier's check or a bid bond for not less than five percent (5%) of the amount bid (including alternates), made payable to the City of Topeka, Kansas. The original bid security shall be provided to the office of Contracts and Procurement before the 2:00 closing date.
8. **PRE-BID CONFERENCE:** A pre-bid conference will be held at N/A. Representatives of the Design Engineer and Owner will be present to answer questions. Attendance is N/A (mandatory or optional). If indicated as optional, attendance is highly encouraged for bidders to attend in order to understand the expectations and details involved in the project and contract.

9. **SUBMITTALS:** Bid submittal requirements are explained in Document 100: Instructions to Bidders.
10. **BID QUESTIONS:** All questions **must** be submitted using the **Bid Question Submittal Form (Excel)** included in the Bid Attachments. Bidders shall **download the form**, enter their questions directly into the **Q# fields** (handwritten submissions will not be accepted), and **email the completed Excel file** to [procurement@topeka.org](mailto:procurement@topeka.org) no later than **ten (10) days prior** to the bid closing date and time, unless otherwise stated in the bid documents.

The email subject line shall read: **Bid Number ##### – Questions.**

If more than forty (40) questions are required, bidders may insert additional rows as needed. The form must be submitted as an **MS Excel (.xls or .xlsx)** file.

Responses to questions will be issued by addendum and posted in the Bid Attachments as a **PDF** titled:

**Bid Number ##### – Answers to Bid Question Submittal Form.**

11. **Plan Holder List:** Contractors seeking to be included on the Plan Holders List **must** complete the **Plan Holders Information Form (Excel Worksheet)** included in the Bid Attachments. Contractors shall **download the form**, enter their **business name, contact name, phone number, and email address**, and **email the completed Excel file** to [procurement@topeka.org](mailto:procurement@topeka.org) no later than **ten (10) days** prior to the bid closing date, unless otherwise stated in the bid documents.

The email subject line shall read: **Bid Number ##### – Plan Holders Request.**

A **complete Plan Holders List** will be published in the Bid Attachments as a PDF titled:

**Bid Number ##### – Plan Holders List.**