

**DOCUMENT 020**  
**INVITATION TO BID**

1. **CITY OF TOPEKA PROJECT:** City of Topeka UBAS 2026 Project 841106.02.
2. **BIDS RECEIVED UNTIL:** 2:00 P.M., Local Time, 5/12/2026,  
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:**

UBAS (PG 70-28)	55,303	SY
Full Depth Pavement Patch	88	SY
Mill Patching	232	SY
Concrete Curb and Gutter (R&R)	165	LF
Pavement Marking (Thermoplastic)(White)(4 inch)	3,732	LF
Pavement Marking (Thermoplastic)(White)(6 inch)	2,243	LF
Pavement Marking (Thermoplastic)(White)(24 inch)	750	LF
Pavement Marking (Thermoplastic)(Yellow)(4 inch)	16,608	LF
5. **DESIGN ENGINEER:** Michael Stewart, Benesch, 123 SE 6<sup>th</sup> Avenue, Suite 200, Topeka, Kansas  
66603.
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.**