

DOCUMENT 020
INVITATION TO BID

1. **CITY OF TOPEKA PROJECT:** SW Huntoon Street Project Sanitary Improvements 291130.02
2. **BIDS RECEIVED UNTIL:** 2:00 P.M., Local Time, 4/9/2026,
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 7th 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 7th Street, Room B60, Topeka, Kansas 66603.
4. **DESCRIPTION OF MAJOR UNITS OF WORK:**
Project consists of CIPP rehabilitation of 6528 linear feet of gravity sewer, one point of gravity
sewer, abandonment of 6 sanitary sewer manholes, installation of 6 sanitary manholes, and
rehabilitation of 24 sanitary sewer manholes.
5. **DESIGN ENGINEER:** Bartlett & West Inc, 1200 Southwest Executive Dr Topeka KS 66615
(name and address)
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 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 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.