

**DOCUMENT 020
INVITATION TO BID**

1. **CITY OF TOPEKA PROJECT:** 2026 Curb & Gutter Program SE 29th & SE 38th btw SE Illinois & SE Waters Edge 841102.03
2. **BIDS RECEIVED UNTIL:** 2:00 P.M., Local Time, 5/14/2026, 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:**

ITEM	BID ITEM	TOTAL QUANTITIES	UNITS
1	Combined Curb & Gutter (type varies)	2,473	LF
2	4" Concrete Sidewalk Remove & Replace	20	SF
3	6" Concrete for approach transitions	1,492	SF
4	Tree Removal	1	EA
5	Aggregate Base - AB-3 (2") for under curbs	110	Ton
6	Aggregate Base - AB-3 (6") for approach transition	56	Ton
7	Asphalt Pavement Patching (2")	47	Ton
8	Steel Plate Driveway Access	1	EA
9	Seeding, Fertilizing and Mulch	0.10	AC
10	Traffic Control	1	LS

5. **DESIGN ENGINEER:** City of Topeka
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.