

DOCUMENT 020
INVITATION TO BID

1. **CITY OF TOPEKA PROJECT:** Meter Vault Replacement Program, Group 1-A/1-B-2 281296.00
2. **BIDS RECEIVED UNTIL:** 2:00 P.M., Local Time, 6/4/2026,
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:**
Miscellaneous sitework and installation of Owner-supplied meter vault and materials at 11 distinct
locations.
5. **DESIGN ENGINEER:** City of Topeka – Adam Coffland
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 Tuttle Creek Conference Room,
Water Treatment Plant, 3245 NW Waterworks Dr on 5/14/26 at 11:00 AM Representatives of the
Design Engineer and Owner will be present to answer questions. Attendance is Optional
(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.