

**DOCUMENT 020
INVITATION TO BID**

1. **CITY OF TOPEKA PROJECT:** Street Improvement Project 841097.07, Water Improvement Project 281250.20 – NW Norris St from NW West St to NW Western Ave.
2. **BIDS RECEIVED UNTIL:** 2:00 P.M., Local Time, 6/18/2026, 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:**

Pavement Removal	5083	S.Y.		ALTERNATE BID A1:		
8" Non-Reinforced Concrete Pavement	222	S.Y.		8" Asphaltic Concrete Pavement	5135	S.Y.
6" Concrete Driveway	2,154	S.F.		ALTERNATE BID A2:		
6" Aggregate Base, Type AB-3	5712	S.Y.		6" Reinforced Concrete Pavement	5135	S.Y.
5. **DESIGN ENGINEER:** Cook, Flatt & Strobel Engineers, P.A., 2930 SW Woodside Drive, Topeka, KS 66614
6. **BID DOCUMENTS:** Hard (Paper) Copies: \$ 40.00 per set which includes one (1) set of drawings and one (1) project manual. *There will be no refund. The project drawings and project manual become the property of the prospective bidder and are not returnable.* Copies of the project drawings and project manual are on file and open for public inspection at the office from which they may be obtained and the office of the Contracts & Procurement Division.

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.