

**DOCUMENT 020
INVITATION TO BID**

1. **CITY OF TOPEKA PROJECT:** _____

2. **BIDS RECEIVED UNTIL:** 2:00 P.M, Local Time, _____ at the office of the Contracts & Procurement Division, 215 E. 7th, Room 60, Topeka, Kansas 66603. Bidders must use the Topeka e-procurement system, TOPEKA ePro, for submitting bids. Prospective bidders can register online at www.topeka.org/purchasing/index.shtml.

3. **BID CLOSING:** Will be public following receipt of Bids at the office of the Contracts & Procurement Division, 215 E. 7th Street, Basement, Room 60, Topeka, KS 66603.

4. **DESCRIPTION OF MAJOR UNITS OF WORK:**

5. **DESIGN ENGINEER:** _____

6. **BID DOCUMENTS:** Project Drawings and Project Manual may be obtained from _____

Hard (Paper) Copies: \$_____ 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: No Charge. Electronic copies (PDF's) of the bid documents (plans and specifications) and any addenda are available using the Topeka e-procurement system, TOPEKA ePro. Register online at www.topeka.org/purchasing/index.shtml.

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 in the office of Contracts and Procurement before the 2:00 closing date.

8. **PRE-BID CONFERENCE:** A pre-bid conference will be held at _____
_____. Representatives of the Design Engineer and

Owner will be present to answer questions. Attendance is _____ (Specify mandatory or optional).

9. **SUBMITTAL:** Bid Submittal requirements are explained in the Instructions to Bidders.

10. **AFFIRMATIVE ACTION:** All persons seeking to enter into a contract with the City shall submit an acceptable affirmative action program in accordance with Section 2.135.130 of the Code of the City of Topeka, Kansas.

11. **NOTIFICATION OF MINORITY AND WOMAN BUSINESS ENTERPRISES (MBE/WBE):** Bidders shall take note of requirements for notification of MBE's and WBE's as stated in paragraph 24 of the Instruction to Bidders.