

Doing Business with the City of Topeka



CONTRACTS & PROCUREMENT DIVISION

Under the Department of Administrative and Financial Services, Division responsibilities include:

- * Coordinating new bid opportunities through the electronic Supplier Portal
- * Maintain active contracts and renewals

Mission Statement

The Contracts and Procurement Division is responsible for the acquisition of goods and services used by all City Departments. It is the objective of the City to procure the necessary goods and services at the lowest possible cost consistent with the quality needed to meet its requirements and to ensure that its citizens receive the maximum value for each dollar expended.

FREQUENTLY ASKED QUESTIONS (FAQS)

For a list of FAQs, please visit www.topeka.org/procurement and follow the link on the left navigation menu.

[City of Topeka Official Website](#) > [Procurement](#) > [Frequently Asked Questions](#)

Frequently Asked Questions

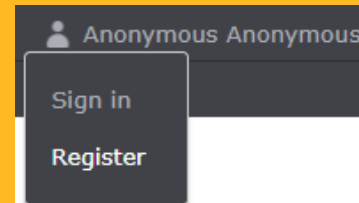


Steps to Becoming a Registered Supplier & Bidding

1. Visit the Procurement website at www.topeka.org/procurement
2. Watch the registration tutorial video or click the Blue button to go to the Supplier Portal

Bidding Opportunities
& Supplier Registration
TOPEKA ePro

3. Click "Anonymous Anonymous" and click Register



4. Follow the steps to register. Be sure to include:

- Contact information
- IRS W9 and TIN Information
- Diversity Codes
- Commodity Codes
- Secondary Contact Information for Proxy Contacts to also receive communications for bid opportunities
- Submit!

Required for Doing Business with the City

1. Register on the Supplier Portal
2. Be Licensed with Development Services. Information can be found at www.topeka.org/development-services/contractor-licensing
3. Have Appropriate Insurance
 - Commercial General Liability
 - Auto Coverage
 - Workers Compensation or Affidavit if coverage is not needed
4. Ability to obtain bonds, if necessary