

FED. RD. DIV. NO.	STATE PROJECT NO.		SHEET NO.
	RMC 6437-29-001		1
STATE	STATE DIST.	COUNTY	
TEXAS	YKM	JACKSON	
CONT.	SECT.	JOB	HIGHWAY NO.
			SH 111

INDEX OF SHEETS

SHEET NO. DESCRIPTION

GENERAL

- 1 TITLE SHEET
- 2 GENERAL NOTES
- 3 QUANTITY SHEET
- 4 SUMMARY SHEET
- 5 OFFICE LAYOUT
- 6 JANITORIAL MAINTENANCE CHECKLIST

**STATE OF TEXAS
TEXAS DEPARTMENT OF TRANSPORTATION**

**PLANS OF PROPOSED
STATE HIGHWAY IMPROVEMENT**

TYPE OF WORK
JANITORIAL MAINTENANCE
JACKSON COUNTY
STATE PROJECT NO. RMC 6437-29-001
LIMITS OF WORK: JACKSON COUNTY

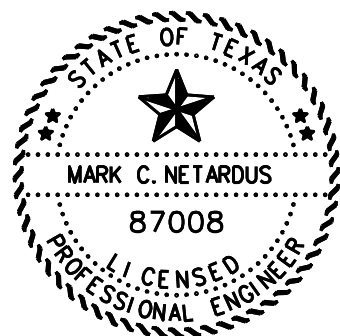
CONTRACTOR: _____
DATE OF LETTING: _____
DATE WORK BEGAN: _____
DATE WORK COMPLETED: _____
DATE WORK ACCEPTED: _____
PROJECT COST: _____

LIST OF APPROVED FIELD CHANGES:

YOAKUM DISTRICT

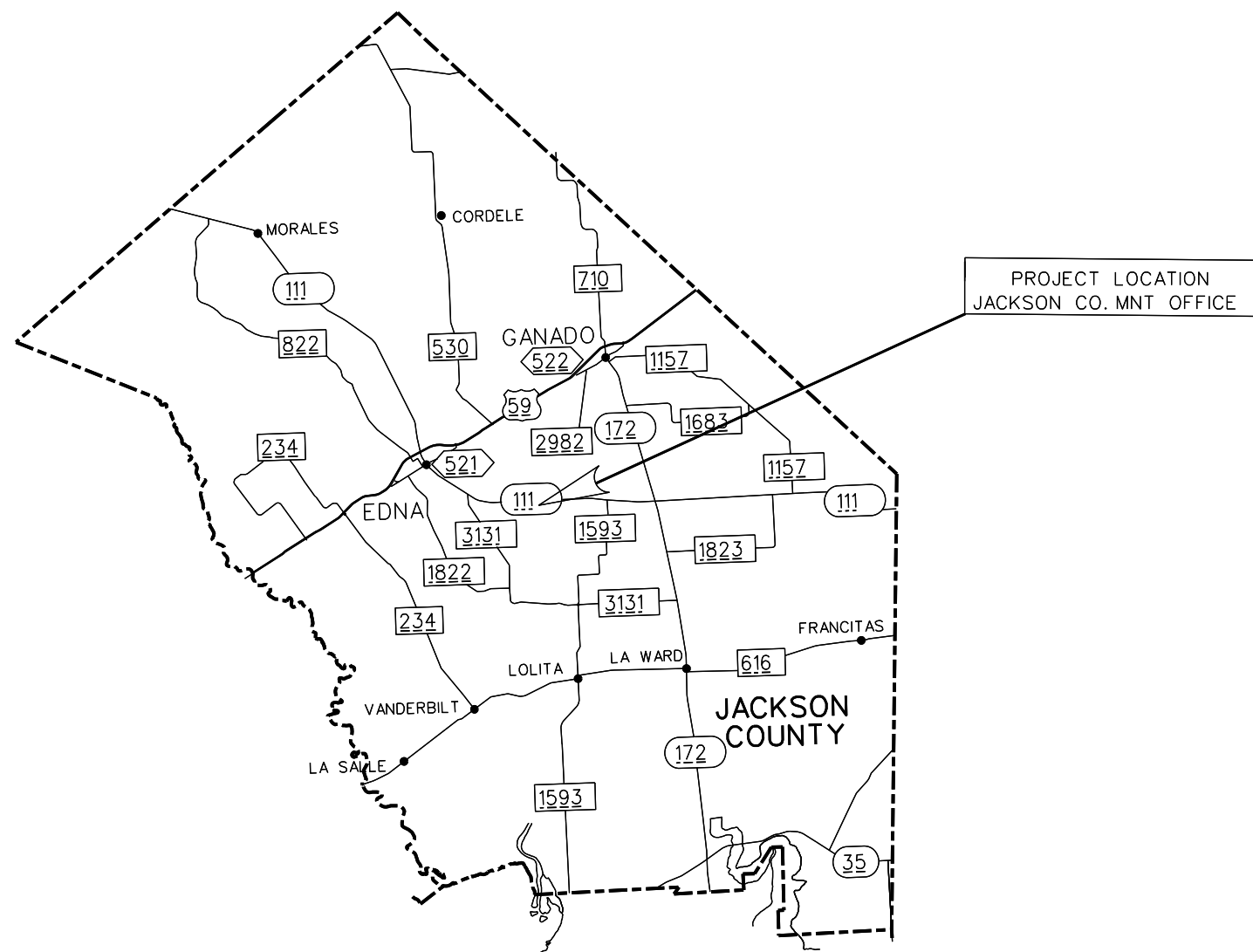


NTS



THE STANDARD SHEETS SPECIFICALLY IDENTIFIED ABOVE HAVE BEEN SELECTED BY ME OR UNDER MY RESPONSIBLE SUPERVISION AS BEING APPLICABLE TO THIS PROJECT.

Mark C. Netardus, PE 3-8-23
MAINTENANCE ENGINEER DATE

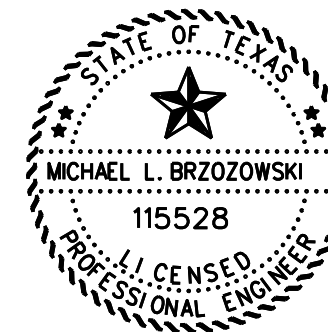


JACKSON COUNTY
YOAKUM DISTRICT

EXCEPTIONS: NONE
EQUATIONS: NONE
RAILROAD CROSSING: NONE

THIS IS TO CERTIFY THAT THE CONSTRUCTION WORK WAS PERFORMED IN ACCORDANCE WITH THE PLANS, CONTRACT AND LISTED FIELD CHANGES.

_____, P.E. DATE
AREA ENGINEER



SUBMITTED FOR LETTING: 3-8-23

Michael Brzozowski, PE
DIRECTOR OF OPERATIONS

Project Number: RMC 6437-29-001

County: JACKSON

Highway: SH 111

GENERAL:

Supervision:

Mark Netardus, P.E., Maintenance Engineer 403
Huck Street
Yoakum, TX 77995
361-293-4300

This is a site specific routine maintenance project which includes weekly, monthly, and periodic services for this location.

**Jackson County Maintenance Office
1025 S. Wells
Edna, TX 77957**

Contractor questions on this project are to be addressed to the following individual(s):

Mark Netardus Mark.Netardus@txdot.gov
Amanda Idlett Amanda.Idlett@txdot.gov

Questions may be submitted via the Letting Pre-Bid Q&A web page. This webpage can be accessed from the Notice to Contractors dashboard located at the following Address:
<https://tableau.txdot.gov/views/ProjectInformationDashboard/NoticetoContractors>

All contractor questions will be reviewed by the Engineer. All questions and any corresponding responses that are generated will be posted through the same Letting Pre-Bid Q&A web page.

The Letting Pre-Bid Q&A web page for each project can be accessed by using the dashboard to navigate to the project you are interested in by scrolling or filtering the dashboard using the controls on the left. Hover over the blue hyperlink for the project you want to view the Q&A for and click on the link in the window that pops up.

Complete weekly and monthly checklists for all cleaning services. Review the checklists to ensure full compliance with the provisions of the contract and sign and payment paperwork once each week.

Services may be performed on any day, during any hours, as long as no disturbance is caused to working employees. Any work may be done on Fridays during any hours due to the employees being off on Fridays. Saturday and Sunday hours are flexible and may be used for polishing and buffing the floors, washing windows, strip/wax floors, and carpet cleaning. No visitor's spouses, children, friends of the Provider's employees will be allowed in the buildings or on the grounds during work hours, unless they are bona fide employees of the Provider.

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Following the first month's services, the contractor will be required to do a walk through with TxDOT to inspect services. Additional inspections may be required if services become unsatisfactory.

When duties are not performed satisfactorily, an email will be sent giving the contractor 3 days to make any correction. If corrections are not made within this time period, payment will be withheld as directed by the Engineer.

Immediately report in writing any needed repairs that are observed during the performance of services.

The use of any kind of intoxicants or illegal drugs while on duty will constitute grounds for termination of the Contract.

Leave all "Lost and Found" items in designated area or with Department personnel.

Any damage to Department property caused by the Contractor through the Contractor's negligence, equipment, or employees will be repaired at the Contractor's expense.

ITEM 4: "SCOPE OF WORK"

If agreed upon in writing by both parties to the contract, the contract may be extended for an additional period of time not to exceed the original contract time period. The extended contract may be for additional quantities up to the original bid quantities plus any quantities added by an approved change order. The extensions shall meet the terms and conditions of the original contract plus any approved items and conditions made by previously approved change orders.

ITEM 500: "MOBILIZATION"

Payment will be made to the contractor for the cost of the payment bond and required insurance upon a receipt of a paid invoice.



Estimate & Quantity Sheet

CONTROLLING PROJECT ID 6437-29-001

DISTRICT Yoakum
HIGHWAY SH0111

COUNTY Jackson

CONTROL SECTION JOB				6437-29-001		TOTAL EST.	TOTAL FINAL
PROJECT ID				A00194858			
COUNTY				Jackson			
HIGHWAY				SH0111			
ALT	BID CODE	DESCRIPTION	UNIT	EST.	FINAL		
	500-6001	MOBILIZATION	LS	1.000		1.000	
	7158-6001	JANITORIAL SERVICES - WEEKLY	CYC	52.000		52.000	
	7158-6002	JANITORIAL SERVICES - MONTHLY	MO	12.000		12.000	
	7158-6003	JANITORIAL SERVICES - STRIP/WAX FLOORS	CYC	2.000		2.000	
	7158-6004	JANITORIAL SERVICES - WINDOW WASHING	CYC	1.000		1.000	

DATE: \$DATE\$
 FILE: \$FILES\$
 STIMES

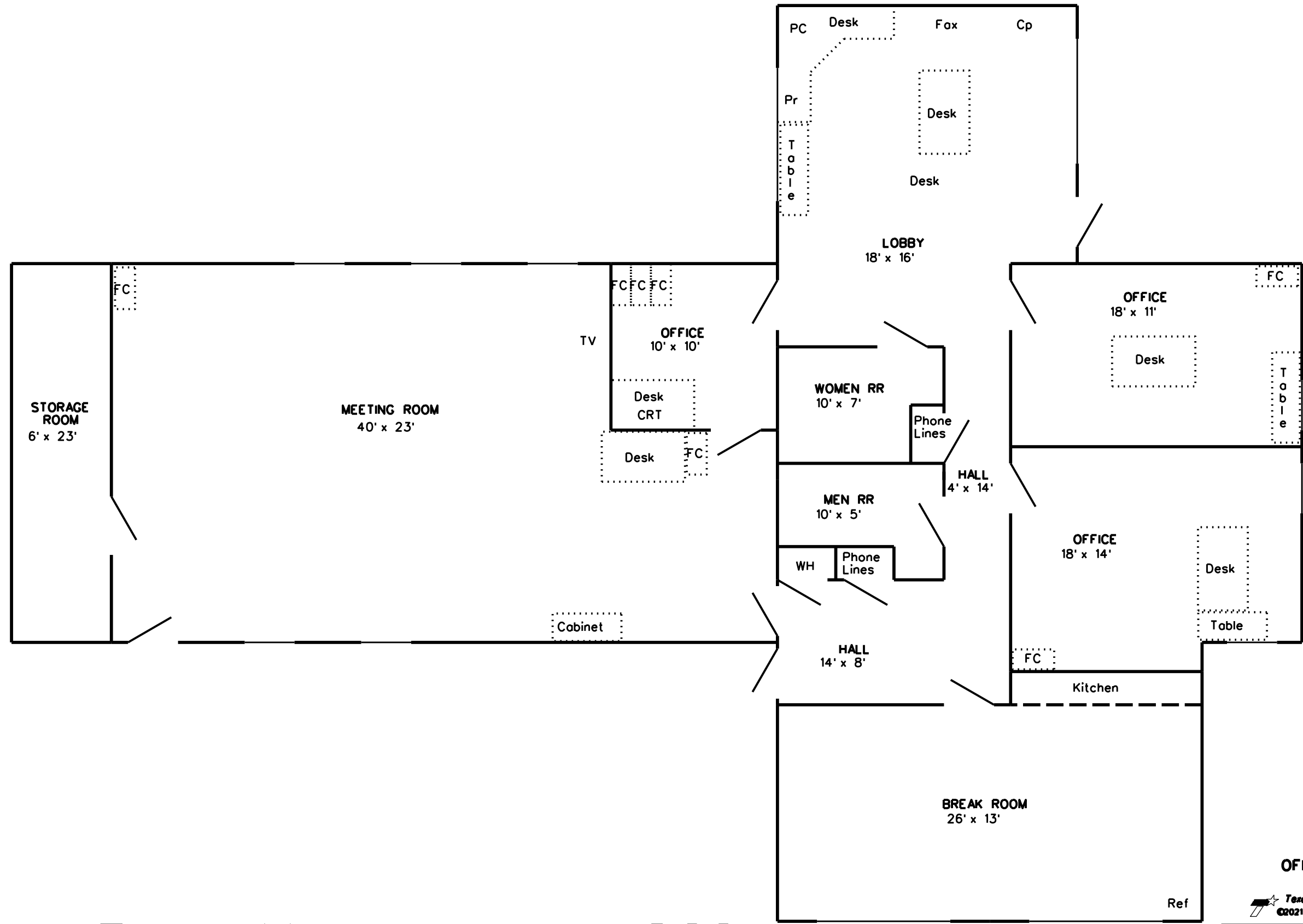
SUMMARY OF QUANTITIES			
RMC 6377-67-001 JANITORIAL MAINTENANCE			
ITEM	DESCRIPTION	UNIT	QUANTITY
7158-6001	JANITORIAL SERVICES	CYC	52
7158-6002	JANITORIAL SERVICES	MO	12
7158-6003	STRIPPING AND WAXING	CYC	2
7158-6004	WINDOW WASHING	CYC	1

SUMMARY SHEET
 SUMMARY SHEET



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6	RM638438720001		4
STATE	DIST.	COUNTY	
TX	YKM	JACKSON	
CONT.	SECT.	JOB	HIGHWAY NO.
			SH III

SHEET 1 OF 1



Edna Maintenance Office

OFFICE LAYOUT

Texas Department of Transportation
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FED. DIST. NO.	PROJECT NO.	SHEET NO.
6	6437-29-001	5
STATE	DIST.	COUNTY
TEXAS	YKM	JACKSON
CONT.	SECT.	JOB
		HIGHWAY NO.
		SH 111

DN
CC
DW
CC
CC

Yoakum TxDOT
Janitorial Checklist

Weekly Cleaning (All areas to be cleaned thoroughly weekly.)

- * Sweep, dust mop, and/or vacuum all floors. Keep corners, edges and areas free of visible dust.
- * Sweep entrance areas, porches, thresholds, steps, and walks.
- * Damp mop all tile floors.
- * Dust all office furniture, equipment, air vents, & pictures. Wipe clean desks, tabletops, & drafting tables provided no business material on such.
- * Wipe clean cabinet tops, tabletops, chairs, countertops, refrigerator, microwave in the breakroom and/or conference room.
- * Empty wastebaskets & insert bags, etc. Dispose trash to designated areas.
- * Empty cigarette disposal units.
- * Remove fingerprints from doors, glass, woodwork, and mirrors.
- * Clean & sanitize drinking fountains.
- * Clean & disinfect all restrooms including fixtures, stall walls, doors & mirrors.
- * Refill towel, tissue & soap dispensers.
- * Sweep/vacuum indoor/outdoor mats.
- * Clean all glass doors & glass partitions with glass cleaner inside and out.
- * Dust tops of partitions, ledges, doors, door sashes, window sashes & pictures.

Monthly

- * Polish & buff all tile floors.
- * Dust all furniture and desk accessories after buffing.
- * Dust & spot clean blinds.
- * Dust & clean light fixtures, ceilings, and air vents.
- * Clean door panels and air vents.
- * Vacuum all chairs.

Periodic

- * All windows washed inside & out. 1 per year
- * All tile floors stripped & waxed. 2 per year
- * All carpet floors & entry mats steam cleaned 2 per year

Signature: _____
Date: _____

**JANITORIAL
MAINTENANCE
CHECKLIST**

 **Texas Department of Transportation**
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FED. RD. DIV. NO. 6	PROJECT NO. 6437-29-001		SHEET NO. 6
STATE TX	DIST. YKM	COUNTY JACKSON	
CONT.	SECT.	JOB	HIGHWAY NO. SH 111

DATE: \$DATE\$
FILE: \$FILES\$