

Project Number: RMC 6455-53-001

County: FAYETTE

Highway: SH 71

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.

**Fayette County Maintenance Office 2000
E. SH 71 Bypass
La Grange, Texas 78945**

Approximately 3,130 SF

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 the 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 on Fridays during any hours due to the employees being

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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.

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/or required insurance upon a receipt of a paid invoice.



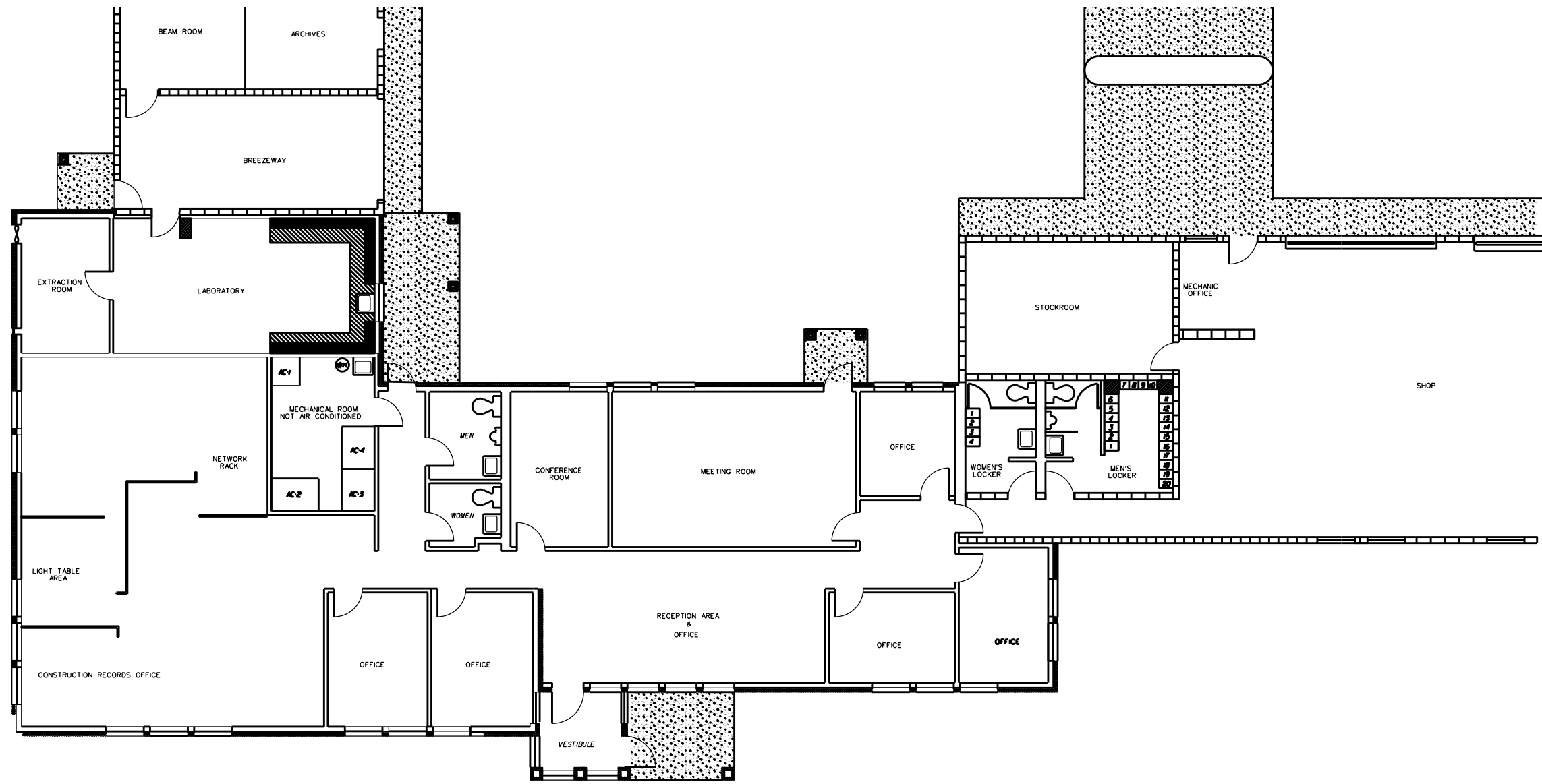
Estimate & Quantity Sheet

CONTROLLING PROJECT ID 6455-53-001

DISTRICT Yoakum
HIGHWAY SH0071

COUNTY Fayette

CONTROL SECTION JOB				6455-53-001		TOTAL EST.	TOTAL FINAL
PROJECT ID				A00203807			
COUNTY				Fayette			
HIGHWAY				SH0071			
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	
	7158-6004	JANITORIAL SERVICES - WINDOW WASHING	CYC	1.000		1.000	



FAYETTE
OFFICE
LAYOUT

FAYETTE CO. MAINT OFFICE

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FED. RD. DIV. NO.	FEDERAL AID PROJECT NO.		SHEET NO.
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STATE	DIST.	COUNTY	
TEXAS	YKM	FAYETTE	
CONT.	SECT.	JOB	HIGHWAY NO.
			SH 71

DATE: _____
FAYETTE CO. MAINTENANCE
TxDOT OFFICE
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.
- * Dust tops of partitions, ledges, door & window sashes & picture moldings.
- * Clean & disinfect all restrooms including fixtures, stall walls, doors & mirrors.
- * Refill towel, tissue & soap dispensers.
- * Empty wastebaskets & insert bags, etc. Dispose trash to designated areas.
- * Clean & sanitize drinking fountains.
- * Wipe clean cabinet tops, tabletops, chairs, countertops, sinks, refrigerator, microwave in the breakroom and/or conference room.
- * Clean all glass doors & glass partitions with glass cleaner inside and out.
- * Remove fingerprints from doors, glass, woodwork, and mirrors.
- * Sweep/vacuum indoor/outdoor mats.
- * Empty cigarette disposal units.

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 walls & partitions.
- * Clean door panels and air vents.
- * Vacuum all chairs.
- * Sweep porch, ceilings, corners & walls free of spider webs, etc.

Periodic

- * All windows washed inside & out. 1 per year
- * All tile floors stripped & waxed. 2 per year

Signature: _____
Date: _____

**JANITORIAL
 MAINTENANCE
 CHECKLIST**

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STATE	DIST.	COUNTY
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