

INDEX OF SHEETS

SHEET NO. DESCRIPTION

GENERAL

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

STATE OF TEXAS TEXAS DEPARTMENT OF TRANSPORTATION

PLANS OF PROPOSED STATE HIGHWAY IMPROVEMENT

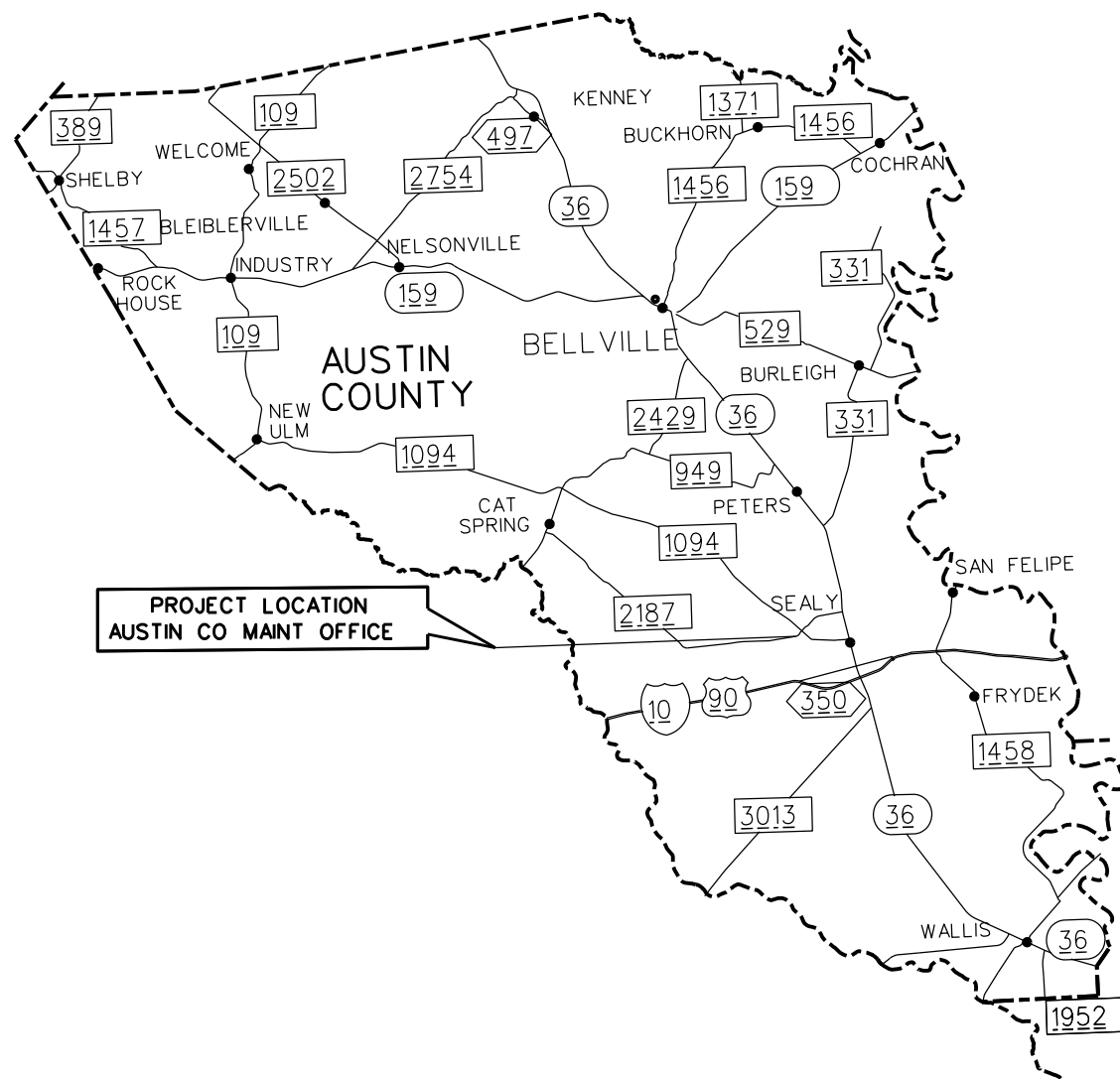
TYPE OF WORK
JANITORIAL MAINTENANCE
AUSTIN COUNTY

STATE PROJECT NO. RMC 6462-74-001

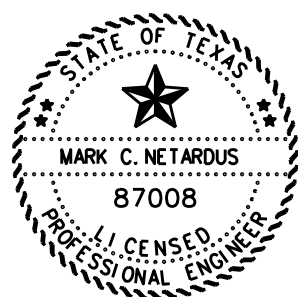
LIMITS OF WORK: AUSTIN COUNTY

FED. RD. DIST. NO.	STATE PROJECT NO.	SHEET NO.
	RMC 6462-74-001	1
STATE	STATE DIST.	COUNTY
TEXAS	YKM	AUSTIN
CONT.	SECT.	JOB
		HIGHWAY NO.
		SH 36

YOAKUM DISTRICT



PROJECT LOCATION
AUSTIN CO MAINT OFFICE

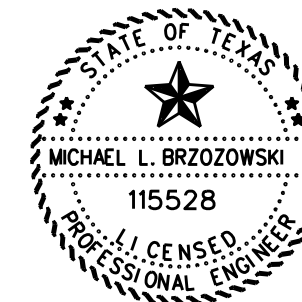


THE STANDARD SHEETS SPECIFICALLY IDENTIFIED ABOVE
HAVE BEEN SELECTED BY ME OR UNDER MY RESPONSIBLE
SUPERVISION AS BEING APPLICABLE TO THIS PROJECT.

Mark C. Netardus, PE 1-2-24
MAINTENANCE ENGINEER DATE

AUSTIN COUNTY
YOAKUM DISTRICT

EXCEPTIONS: NONE
EQUATIONS: NONE
RAILROAD CROSSING: NONE



APPROVED FOR LETTING: 1-2-24
Michael L. Brzozowski PE
DIRECTOR OF OPERATIONS

SPECIFICATIONS ADOPTED BY THE TEXAS DEPARTMENT OF TRANSPORTATION,
NOVEMBER 1, 2014 AND SPECIFICATION ITEMS LISTED AND DATED AS FOLLOWS,
SHALL GOVERN ON THIS PROJECT:

Project Number: RMC 6462 74 001

County: Austin

Highway: SH 36

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 listed for the site below with weekly, monthly, and periodic services to be performed.

Austin County Maintenance Office
2299 FM 2187
Sealy, Tx. 77474

7158-6001 / 7158-6002 / 7158-6004 – First Floor 2236 SF
7005-6120 – Second Floor 1700 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 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

Project Number: RMC 6462 74 001

County: Austin

Highway: SH 36

being off on Fridays. Saturday and Sunday hours are flexible and may be used for polishing and buffing the floors and washing windows.

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 or employee's personal 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.



Estimate & Quantity Sheet

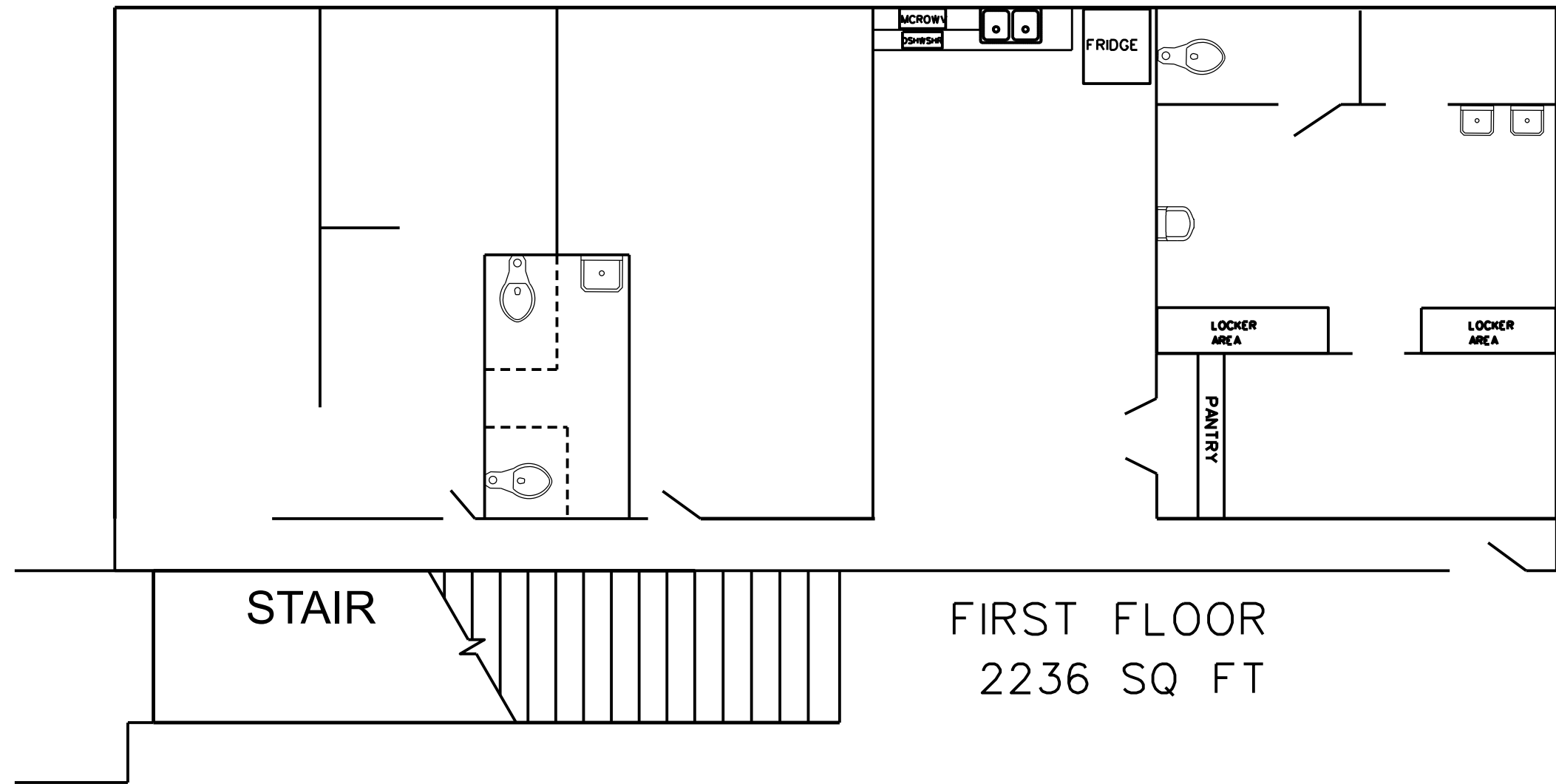
CONTROLLING PROJECT ID 6462-74-001

DISTRICT Yoakum

COUNTY Austin

HIGHWAY SH0036

CONTROL SECTION JOB				6462-74-001		TOTAL EST.	TOTAL FINAL
PROJECT ID				A00206743			
COUNTY				Austin			
HIGHWAY				SH0036			
ALT	BID CODE	DESCRIPTION	UNIT	EST.	FINAL		
	7005-6120	JANITORIAL MAINTENANCE - ALL BUILDING	MO	12.000		12.000	
	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	2.000		2.000	



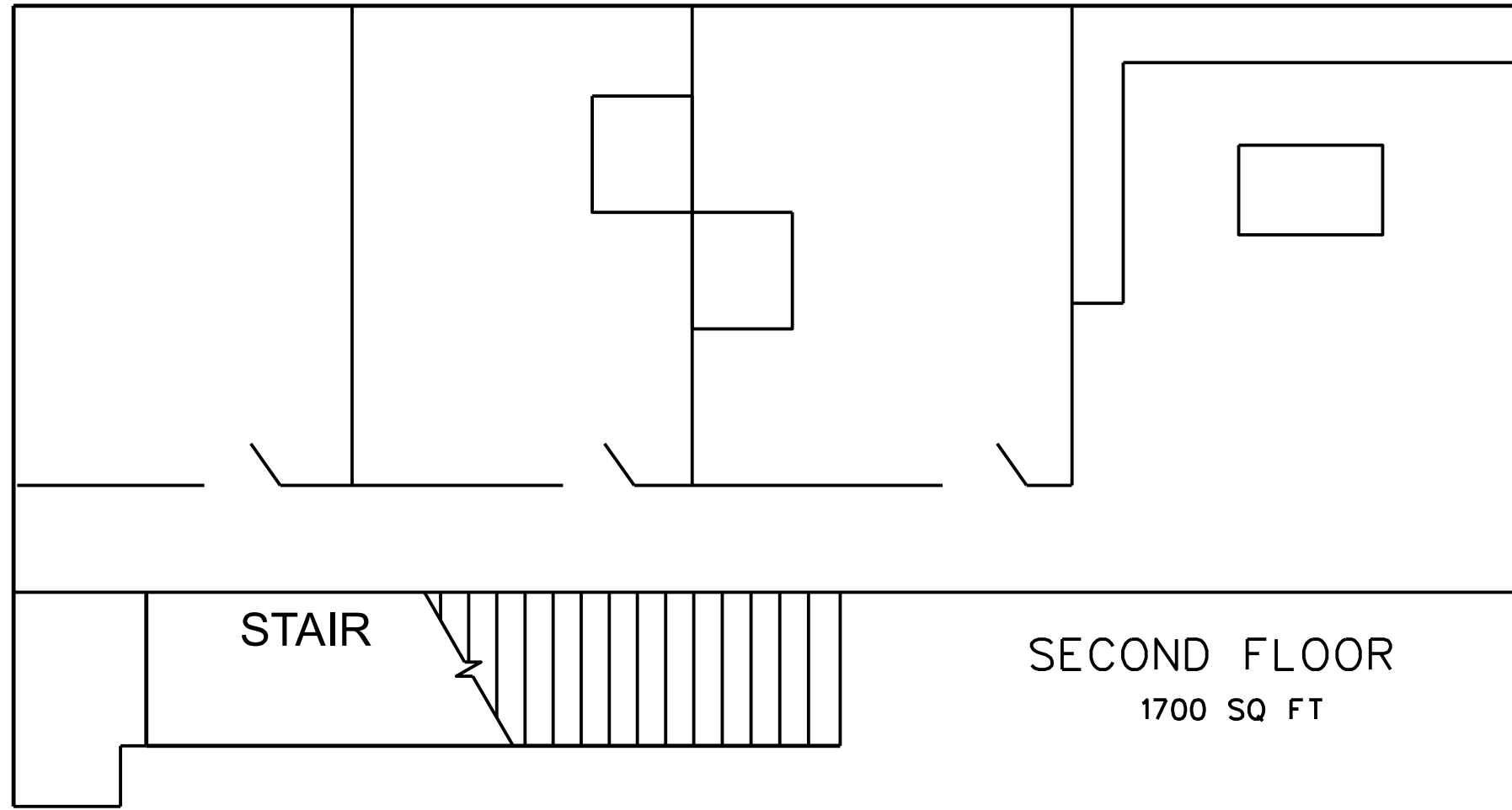
FIRST FLOOR
2236 SQ FT

AUSTIN CO MAINT OFFICE

SEALY
COMPLEX OFFICE
LAYOUT
1 OF 2

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FED. RD. DIV. NO.	FEDERAL AID PROJECT NO.		SHEET NO.
	RMC 6462-74-001		4
STATE	DIST.	COUNTY	
TEXAS	YKM	AUSTIN	
CONT.	SECT.	JOB	HIGHWAY NO.
			SH 36



SECOND FLOOR
1700 SQ FT

STAIR

SEALY
COMPLEX OFFICE
LAYOUT
2 OF 2

AUSTIN CO MAINT OFFICE

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FED. RD. DIV. NO.	FEDERAL AID PROJECT NO.	SHEET NO.
	RMC 6396-75-001	5
STATE	DIST.	COUNTY
TEXAS	YKM	AUSTIN
CONT.	SECT.	JOB
		HIGHWAY NO.
		SH 36

DATE: _____
 AUSTIN 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.
- * Wipe clean cabinet tops, tabletops, chairs, countertops, sinks, 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.
- * Dust tops of partitions, ledges, door & window sashes & picture moldings.
- * Clean all glass doors & glass partitions with glass cleaner inside and out.

Monthly

- * Polish & buff all tile floors.
- * Dust all furniture and desk accessories after buffing.
- * Clean walls & partitions.
- * Dust & spot clean blinds.
- * Dust & clean light fixtures, ceilings, and air vents.
- * 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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FED. RD. DIV. NO.	FEDERAL AID PROJECT NO.	SHEET NO.
	RMC 6462-74-001	6
STATE	DIST.	COUNTY
TEXAS	YKM	AUSTIN
CONT.	SECT.	JOB HIGHWAY NO.
		SH 36