

Janitorial bid comparison checklist

Use one copy per bid and tick each line the proposal answers clearly.

Company _____

Bid date _____

Reviewed by _____

Your contact at the company _____

Scope, frequencies and hours

- ☐ Every area from your room list appears
- ☐ Tasks listed under each area
- ☐ Visits per week and a frequency for each task
- ☐ Cleaning window and start time stated
- ☐ Entry, lock-up and alarm steps described
- ☐ Floor care and carpet work on separate lines

Supplies

- ☐ Who purchases tissue, towels, soap and trash bags
- ☐ Hand sanitizer and seat covers included
- ☐ Dispensers restocked on each visit
- ☐ Reserve stock location and reorder owner named
- ☐ Who provides cleaning products and equipment

Supervision and inspections

- ☐ How often a supervisor inspects
- ☐ What inspections are measured against
- ☐ How missed tasks are reported to you
- ☐ How a new cleaner learns the building

Insurance and screening

- ☐ Bonding confirmed in the bid
- ☐ Proof of workers' compensation on file
- ☐ Proof of insurance in hand
- ☐ Screening before placement described

Contact and getting started

- ☐ Point person named, with phone number
- ☐ Turnaround on requests and complaints
- ☐ How scope changes are handled
- ☐ Start date and walkthrough before the first visit
- ☐ Keys, badges and alarm codes handoff plan
- ☐ First-week check-in arranged

Notes
