Janitorial bid comparison sheet

Use one copy per bid; fill it in as you read that proposal and leave no line blank.

Company _____ **Bid date** _____

Your contact _____ **Reviewed by** _____

Scope and frequencies

- ☐ Every area from our room list is named
- ☐ Each area has a frequency
- ☐ Restroom and kitchen tasks are written out
- ☐ Floor and carpet work has its own interval
- ☐ Porter hours or pressure washing on separate lines
- ☐ Tasks we did not request are flagged

Hours, access and supplies

- ☐ Cleaning window fits our empty hours
- ☐ Service days listed, holidays included
- ☐ Entry method: keys, cards, alarm codes
- ☐ Who buys paper, soap and liners
- ☐ Who refills them
- ☐ Storage for stock and equipment agreed
- ☐ Locked rooms and skipped areas noted

Supervision and inspections

- ☐ How often work is inspected
- ☐ Who does the inspections
- ☐ How findings reach us
- ☐ Day-to-day contact named
- ☐ How a missed task is reported and fixed

Insurance and proof of coverage

- ☐ Certificate of insurance received (date)
- ☐ Insured and bonded stated
- ☐ Workers' compensation stated
- ☐ Background-checked crews stated

Communication and start-up

- ☐ Walkthrough done before the quote
- ☐ Proposed start date
- ☐ First-night tasks described
- ☐ Key and alarm handover described
- ☐ How requests are sent, reply time stated
- ☐ Date of first plan review

Notes