Janitorial bid comparison sheet

Use one sheet per bid and tick each line the proposal answers clearly in writing.

Building _____ **Company bidding** _____

Reviewed by _____ **Date** _____

Rooms, tasks and frequencies

- ☐ Every area named, shared spaces included
- ☐ Tasks listed for each area
- ☐ Frequency stated beside each task
- ☐ Restroom care and restocking spelled out
- ☐ Periodic floor and carpet work scheduled
- ☐ Windows, high dusting and rotating tasks placed on the calendar

Hours and access

- ☐ Service days and crew arrival window
- ☐ Daytime coverage included or not
- ☐ Key, fob and alarm code handling explained
- ☐ Contact for after-hours access problems

Supplies and equipment

- ☐ Who supplies paper, soap, sanitizer and liners
- ☐ Who brings vacuums, mops and floor machines
- ☐ On-site storage for products and equipment
- ☐ How low stock gets reported

Supervision and insurance

- ☐ Supervisor inspection schedule
- ☐ How inspection results are shared
- ☐ Crews background-checked
- ☐ Certificate of insurance received
- ☐ Workers' compensation and bonding confirmed

Communication and start-up

- ☐ Day-to-day contact named
- ☐ Process for reporting a missed task
- ☐ Walkthrough before the first night
- ☐ First-week check booked
- ☐ One-month review booked
- ☐ How schedule changes are requested

Final read

- ☐ Blank lines listed as questions for the bidder
- ☐ Cost read against what this bid includes

Notes