Janitorial bid comparison checklist

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

Building _____ **Company bidding** _____

Reviewed by _____ **Date** _____

Scope and frequencies

- ☐ Room and area list matches our building
- ☐ A frequency stated for every task
- ☐ Periodic work listed as separate lines
- ☐ Everything raised on the walkthrough appears on paper
- ☐ Method for pricing tasks added later

Hours and access

- ☐ Service nights or days stated
- ☐ Working window stated
- ☐ Key, access card and alarm code handling described
- ☐ Holiday weeks and closures covered

Supplies

- ☐ Restroom paper, soap, sanitizer and liners: included or not
- ☐ Dispenser refills: whose job
- ☐ Equipment and cleaning products brought by the crew

Supervision and inspections

- ☐ Supervisor inspections and how often
- ☐ Inspection results shared with us
- ☐ Day-to-day contact named by role
- ☐ How a missed task is reported and put right

Insurance and paperwork

- ☐ Certificate of insurance naming our organization
- ☐ Workers' compensation for the crew
- ☐ Bonding
- ☐ Background checks on crew members
- ☐ Billing contact named

Communication and start-up

- [ ] Start date and steps before it
- [ ] First-week walkthrough with our lead
- [ ] How to reach the company by day and after hours
- [ ] Scope changes confirmed in writing
- [ ] Review set for the end of month one

Notes