

# Janitorial bid comparison sheet

Use one sheet per bid, tick each line the proposal states, and circle lines to ask about.

Building \_\_\_\_\_

Company bidding \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

## Scope and frequencies

- ☐ Every walkthrough room named
- ☐ Frequency beside each task
- ☐ Restrooms and breakrooms each visit
- ☐ Periodic floor, carpet and glass work dated
- ☐ Service days per week as requested
- ☐ Rooms the bid leaves out listed for follow-up

## Hours and access

- ☐ Cleaning window stated
- ☐ Keys, fobs and alarm codes covered
- ☐ Restricted rooms named
- ☐ Holidays and closures addressed

## Supplies and equipment

- ☐ Paper, soap, sanitizer and liners: who furnishes
- ☐ Dispensers installed and maintained
- ☐ Restocking on each visit
- ☐ Chemicals and equipment supplied
- ☐ Janitor closet space the crew needs noted

## Oversight, insurance and screening

- ☐ Supervisor inspections and how often
- ☐ Missed-task process
- ☐ Liability insurance and workers' comp
- ☐ Bonding stated
- ☐ Cleaners background-checked
- ☐ Proof of insurance before first visit

## Communication and start-up

- ☐ Named contact for requests
- ☐ How issues are reported and answered
- ☐ Start date with no uncovered nights
- ☐ First-week walkthrough booked
- ☐ Way to change frequencies

## Notes

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