Janitorial bid comparison checklist

One copy per bid. Tick lines stated in writing and circle lines to ask about.

Company _____ **Proposal date** _____

Reviewed by _____ **Date** _____

Scope, frequency and hours

- ☐ Every area on your task list appears
- ☐ Each task has a frequency
- ☐ Visit days and start and finish window written down
- ☐ Periodic floor and carpet work listed apart from recurring visits
- ☐ Extras beyond your list marked optional
- ☐ Holidays and closures addressed

Supplies

- ☐ Paper, soap and liner purchasing assigned to one side
- ☐ Equipment and cleaning products included in the service
- ☐ Consumables folded into the bid, or left for you to buy

Supervision and inspections

- ☐ Your contact named, with how to reach them
- ☐ Inspection routine and schedule described
- ☐ How inspection results are shared with you

Insurance and screening

- ☐ Proof of insurance provided with the bid
- ☐ Company name on the insurance matches the proposal
- ☐ Workers' compensation listed
- ☐ Bonding stated
- ☐ How cleaners are screened before working in your building

Communication and start-up

- ☐ How missed items are reported and fixed
- ☐ Keys, cards and alarm codes: handover and sign-out log
- ☐ Proposed start date
- ☐ Walkthrough with you before service begins
- ☐ How the task list is updated as your building changes

Your follow-up

- ☐ Questions sent for blank or spoken-only lines
- ☐ Answers received in writing
- ☐ Sheet filed with the proposal

Notes