Janitorial vendor hiring kit

Fill in each part in order, from scope to the first month. Give every bidder the same scope, and check insurance before you compare prices.

Community or property _____ **Address** _____

Prepared by _____ **Date** _____

1. Scope summary

- ☐ Common areas to clean: _____
- ☐ Visits per week, by area: _____
- ☐ Hours crews may work: _____
- ☐ Access, keys and fobs: _____
- ☐ Paper, liners and soap supplied by: _____
- ☐ Turnover cleaning listed separately? Yes / No
- ☐ Task list attached? Yes / No

2. Shortlist

	COMPANY	CONTACT	WALKTHROUGH DATE	REFERENCES
☐				
☐				
☐				
☐				

Reference questions

- ☐ How quickly is missed work put right? _____
- ☐ How often does a supervisor visit? _____
- ☐ How are crew changes handled? _____
- ☐ Would you renew the contract? _____

4. Licence and insurance checks

	CHECK	COMPANY A	COMPANY B	COMPANY C
☐	Certificate of insurance on file			
☐	Additional insured endorsement page			
☐	Waiver of subrogation endorsement page			
☐	Workers' comp policy or self-insurance certificate			
☐	Policy expiration dates noted			
☐	CSLB licence status, if licensed (date checked)			

5. Bid comparison

	LINE	COMPANY A	COMPANY B	COMPANY C
☐	Visits per week			
☐	Hours on site per visit			
☐	Periodic work included			
☐	Supplies included			
☐	Supervision and inspections			
☐	Gaps against the scope			
☐	Total			

6. Contract checklist

- ☐ Task list attached as an exhibit
- ☐ Service days and hours
- ☐ One-time and extra requests
- ☐ Who supplies what
- ☐ Insurance requirements and endorsements
- ☐ How quality is checked
- ☐ Notice period and start date
- ☐ Reviewed by our attorney; approved by the board (HOA)

7. First-month check-ins

	CHECK-IN	DATE	NOTES	DONE
☐	Walkthrough with the crew lead			
☐	Keys and fobs logged			
☐	Week 1 check			
☐	Week 2 check			
☐	Week 3 check			
☐	Day-30 review			

Notes