Janitorial bid comparison checklist

Use one copy per bid. Tick lines it answers, circle lines it leaves open.

Company bidding _____ **Proposal date** _____

Reviewed by _____ **Date** _____

Tasks, nights and timing

- ☐ Every area on the floor plan named, back rooms included
- ☐ Frequency written beside each task
- ☐ Restrooms, breakroom and entries at every visit
- ☐ Carpet extraction and hard-floor work as separate jobs
- ☐ Interior glass and high dusting on a stated rhythm
- ☐ Visit days and on-site time window
- ☐ Summer or seasonal changes written in
- ☐ Porter hours on their own line, if requested

Supplies and equipment

- ☐ Which side buys paper, soap, seat covers and liners
- ☐ What happens to the current dispensers
- ☐ Who brings vacuums, carts and floor machines
- ☐ Products named, EPA-registered disinfectants for touchpoints
- ☐ Closet space the crew needs

Supervision and checks

- ☐ Who inspects the work, and how often
- ☐ Inspections follow the crew's checklist
- ☐ How you see inspection findings
- ☐ How a missed task is fixed, and by when

Insurance and screening

- ☐ Certificate of insurance attached
- ☐ Proof of workers' compensation attached
- ☐ Bonding details, if your property needs them
- ☐ How staff are background-checked
- ☐ Company name on every document matches the bid

Contact and first weeks

- [ ] Your contact for requests, with a phone number
- [ ] What happens to a note left for the night crew
- [ ] Start date and first-visit plan
- [ ] Key, card and alarm code handoff
- [ ] Check-in after the opening weeks

Before comparing totals

- [ ] Open lines sent back as questions
- [ ] Supplies and visit nights matched to the other bids

Notes