

Janitorial bid comparison checklist

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

Building _____

Company bidding _____

Reviewed by _____

Date _____

Scope and frequencies

- ☐ Every area named, storage and stairwells included
- ☐ Tasks listed for each area
- ☐ Cadence beside each task
- ☐ Floor care and carpet extraction as separate items
- ☐ Restroom work and restocking described
- ☐ Items you asked for that are missing

Hours, access and supplies

- ☐ Visit days and start times
- ☐ Holidays, closures and make-up visits
- ☐ Keys, fobs and alarm codes stored and logged
- ☐ Paper, soap and liners: who provides them
- ☐ Cleaning products and machines: who brings them

Oversight and communication

- ☐ Who inspects the work, how often
- ☐ How inspection findings reach you
- ☐ One person to call about everyday requests
- ☐ How missed tasks are reported and handled
- ☐ How extra work is requested and approved
- ☐ How scope changes are written down

Insurance and crews

- ☐ Proof of insurance received
- ☐ Workers' compensation coverage on file
- ☐ Bonding confirmed
- ☐ Background checks described
- ☐ On-site rules: ID, sign-in, restricted rooms

Start-up plan

- ☐ Walkthrough before the first visit
- ☐ Key and alarm handoff plan
- ☐ Start date; first deep clean priced separately
- ☐ First-week check-in
- ☐ First-month review

Notes
