

Janitorial bid comparison checklist

Use one copy per bid and mark each line clear, unclear or missing.

Company bidding _____

Bid received _____

Reviewed by _____

Date _____

Scope and frequencies

- ☐ Every room or area on your list named
- ☐ Restrooms counted one by one
- ☐ Tasks written out for each area
- ☐ A frequency beside every task
- ☐ Visits per week match your request
- ☐ Carpet and strip-and-refinish work on separate lines
- ☐ Glass and high dusting placed in the schedule

Hours and access

- ☐ Service days and time window stated
- ☐ Entry, alarm and lock-up routine described
- ☐ Restricted rooms addressed

Supplies and storage

- ☐ Who buys tissue, towels, soap and liners
- ☐ How dispensers stay full, if products are included
- ☐ Storage space for carts and backup stock

Supervision and quality checks

- ☐ Who inspects the work and how often
- ☐ Inspections tied to the written checklist
- ☐ How results reach you
- ☐ How a missed task is reported and fixed

Insurance

- ☐ Insurance coverage stated
- ☐ Workers' compensation stated
- ☐ Bonding stated
- ☐ Background checks for key holders
- ☐ Proof of insurance offered before service

Communication and start-up

- ☐ Named contact for questions
- ☐ Reply time for requests
- ☐ How checklist changes are made
- ☐ Start date set
- ☐ Walkthrough, keys and alarm handoff planned
- ☐ First-weeks review described

Notes
